Non JFMIP Core FFMRs	FFMR Description	Additional Comment/Modification	High Level Test Scenario Description
Chapter 1: General Ledger			
1: Maintain Chart of Accounts			
01.01.02	The system must be able to record financial events throughout the financial management system applying the requirements of the USSGL at the transaction level. The system must also ensure that (1) data in financial reports is consistent with the USSGL; (2) transactions recorded are consistent with USSGL posting rules; (3) supporting transaction detail for USSGL accounts is readily available.		1) Create or select financial actions to post to each second level category listed in the USSGL (i.e., Cash 11XX; Receivable 13XX; Advances and Prepayments 14XX); Record; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transactions; 4) Produce a report; 5) Verify the report shows the details listed on the report are consistent with the USSGL; 6) Verify the transactions recorded on the report are consistent with USSGL posting rules; 7) Verify supporting details for the USSGL accounts on the report are readily available.
01.01.05	The system must provide the capability to incorporate proprietary, budgetary, and memorandum (credit reform) accounts in the system, and maintain the relationships between the USSGL accounts. The proprietary and budgetary accounts must be self-balancing (total proprietary debits = total proprietary credits and total budgetary debits = total budgetary credits)		1) Create or select financial action(s) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report(s); 5) Verify the report shows the transaction(s) on the report(s) posts to the USSGL Proprietary accounts and are self-balancing; 6) Verify the transaction(s) on the report(s) posts to the USSGL Budgetary accounts and are self-balancing.
01.01.06			DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
01.01.09			DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
01.01.20	The system must provide the capability to differentiate between unexpired, expired and canceled funds, and be capable of providing edit checks to post budgetary transactions, such as obligation and recoveries of prior-year obligations, in accordance with the provision of OMB Circular A-34 and USSGL posting rules displayed in section III of the USSGL.		1) Create or select unexpired fund action(s) (e.g., obligation) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report(s); 5) Verify the report(s) shows the system processes and posts the transactions on the report(s) correctly against unexpired funds.
			1) Create or select expired fund action(s) (e.g., obligation) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report(s); 5) Verify the report(s) shows the system processes and posts the transaction on the report(s) correctly against expired funds.
			1) Create or select action(s) (e.g., obligation) that would process against a previously existing fund that has been cancelled; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Verify the system does not process or post the transaction on a report(s).
2: Maintain Transaction Posting Rules			
01.02.02	The system must be designed to provide for effective and efficient interrelationships between software, hardware, personnel, procedures, controls, and data contained within the system. It must have the characteristics, including common data elements, common transaction processing, consistent internal controls, efficient transactions entry.		1) Provide documentation relating to the design of the system (e.g., Concept of Operations, Continuity of Operations Plan, etc.) for processing; 2) Verify the documentation includes effective and efficient interrelationships listed in the FFMR description; 3) Verify the documentation contains the characteristics listed in the FFMR.
01.02.08	The system must be able to meet the agency financial management reporting and the performance measures requirements.		Note: Scenario development for this FFMR is not feasible. To meet this FFMR requirement, use the following guidance: As the agency establishes their performance measurements, the system must be able to provide/report sufficient and timely information for management decision making and performance measurements and also be compliant with the external reporting requirements such as OMB form and content requirements. Generate an accountability report and/or stand-alone financial statements.

3: Record Journal Entries

01.03.04	The system must ensure that simultaneous entries are made to budgetary accounts and proprietary accounts to record the following budgetary and proprietary accounting relationships: 1) Budget Authority (070701) 2) Expended Authority Unpaid (070702) 3) Expended Authority Paid (070703) 4) Reimbursements Earned but Uncollected (070704) 5) Reimbursements Earned and Collected (070705)		1) Create or select financial action(s) to record Budget Authority and the corresponding receipt of Funds from Treasury for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s) ; 4) Produce a report; 5) Verify the report shows the system posts a DR to Proprietary account 1010 and a CR to Proprietary account 3100; 6) Verify the transaction on the report posts a DR to Budgetary account 4119 and a CR to Budgetary account 4450.
			1) Create or select financial action(s) to record Expended Authority Unpaid and corresponding Accounts Payable for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction; 4) Produce a report; 5) Verify the report shows the system posts a DR to Proprietary accounts 3100 and 6100 and a CR to Proprietary accounts 2110 and 5700; 6) Verify the transaction posts a DR on the report to Budgetary accounts 4801 and a CR to Budgetary account 4901.
			1) Create or select financial action(s) for Expended Authority paid for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction; 4) Produce a report; 5) Verify the report shows the system posts a DR and CR to the appropriate Proprietary and Budgetary accounts.
			1) Create or select a Disbursing action(s) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction; 4) Produce a report; 5) Verify the report shows the system reduces the proper accounts on the report.
			1) Create or select financial action(s) to record an Uncollected Reimbursement Earned and corresponding Accounts Receivable; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report; 5) Verify the report shows the system posts a DR to Proprietary account 1310 and a CR to Proprietary account 5200; 6) Verify the report shows the system posts a DR on the report to Budgetary account 4251and a CR to Budgetary account 4221; 7) Verify the report shows the transaction(s) effects the Accounts Receivable.
			1) Create or select financial action(s) to record a Reimbursement Earned and Collected and corresponding entry to record receipt of funds and reduction in the Accounts Receivable; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction; 4) Produce a report; 5) Verify the report shows the system posts a DR to Proprietary account 1010 and a CR to Proprietary account 1310; 6) Verify the report shows the system posts a DR on the report to Budgetary account 4252 and a CR to Budgetary account 4251; 7) Verify the report shows the transaction(s) effects the Accounts Receivable.
01.03.11	The system must be able to provide for the automatic generation of recurring month-end and year-end closing entries and automated rollover of the general ledger account balances.		1) Create or select action(s) that will generate month-end closing entries for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a month-end Trial Balance; 5) Verify the Trial Balance shows the month-end closed properly.
			1) Create or select action(s) that will generate year-end closing entries for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce year-end reports; 5) Verify the year-end reports shows the General Ledger closed properly.

4: Post Transactions to Update the General Ledger

01.04.04	The system must distinguish between entity and non-entity assets.		1) Create or select action(s) that will post to an Entity Asset Account for processing; 2) Create or select action(s) that will post to a Non-Entity Asset Account for processing; 3) Verify the systems input screens will allow separate posting of Entity and Non-Entity Asset Cash; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report (i.e., Trial Balance); 7) Verify the report shows the system distinguishes between the Entity and Non-Entity Asset Accounts (either with a separate column or using a code to distinguish between Entity and Non-Entity Assets.
01.04.05	The system must distinguish between, and allow for the proper reporting of, entity cash, nonentity cash, and restricted cash.		1) Create or select action(s) to generate report(s) that includes Entity and Non-Entity Asset Cash accounts for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the report(s); 5) Verify the report(s) shows the system distinguishes between the Entity and Non-Entity Asset Accounts (either with a separate column or using a code to distinguish between Entity and Non-Entity Assets; 6) Verify the report(s) show the system allows Restricted Cash to be either posted or footnoted (Note) as All Entity Cash is restricted. Non-Entity Restricted Cash and Non-Restricted cash must be able to be distinguished separately either by code or footnotes).
01.04.06	The system must recognize and record investments by DoD components in U.S. Treasury securities in accordance with Statement of Federal Financial Accounting Standards (SFFAS) 1.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.

5: Perform Periodic General Ledger Postings

01.05.09	The system (Core Financial System) must electronically establish and update a Master Appropriation File (MAF) on the US Treasury's Federal Agencies' Centralized Trial Balance System (FACTS).	Question: Is it mandatory to test the interface with Treasury? Answer: It's applicable only to DCD (DDRS), which directly interfaces with Treasury.	1) Create or select a master appropriation file (MAF) for processing; 2) Create or select action(s) to print a Centralized Trial Balance (FACTS) file; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the file; 6) Verify the file shows the MAF is in the correct format for transmission to U.S. Treasury's Federal Agencies' Centralized Trial Balance System (FACTS).
01.05.10	The system must be able to record the financial management data as soon as applicable after the occurrence of the event, and the data must be made available to managers by the fifth working day following the end of the reporting period.		1) For the end of a selected reporting period(s) (month, quarter, year), prepare closing entries and produce reports (e.g., trial balance, reports to Treasury, status of funds) to demonstrate the ability to perform closing procedures by the fifth working day (or other required date as designated) following the end of the reporting period.
01.05.13	The system must provide for the perpetuation of closing balances at the end of a period as the next period's opening balances; i.e., asset, liability, and capital balances must be perpetuated, not reconstructed at the beginning of each fiscal year.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
01.05.14	The Core Financial System must use financial data that can be traced directly to the USSGL accounts to produce reports providing financial information, whether used internally or externally.		1) Determine an account in the USSGL for processing; 2) Obtain a list of all the actions for that account and total them; 3) Create or select action(s) to generate a Financial Report which encompasses that account for processing; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report(s); 7) Verify the report shows the totals in the Financial Report for that account matches the total in Step 2.

Chapter 2: Financial Reporting

1: Financial Reporting

02.01.10	Financial reports shall result from an accounting and budgeting system that is an integral part of its total financial management system and one that contains sufficient discipline, internal controls and reliable data. In addition, interfaces with both logistics and acquisition systems should be provided.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
02.01.11	The financial reports and underlying financial system shall report on the total operations of the reporting entity and shall comply with the policies and procedures and related requirements as implemented in DoD Financial Management Regulation (DoD FMR Volume 6).		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
02.01.12	Should circumstances warrant additional disclosures not specifically provided for in a report, the DoD components are responsible for assuring that all appropriate disclosures considered necessary for fair presentation of their financial position are included in the report.		1) Determine a non-recurring footnote(s) to input into the annual Chief Financial Officers (CFO) Statement(s) for processing; 2) Create or select action(s) to manually input the selected footnote(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the statement(s); 6) Verify the statement(s) show the system added the footnotes in the CFO Statement(s); 7) Create or select action(s) to produce another statement simulating a period later; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the statement; 11) Verify the statement shows the system deleted the previous footnote.
02.01.14	When required by the Office of the Secretary of Defense, the presentation of financial information from the preceding year shall be included in annual financial statements		1) Create or select financial information from the preceding year for inclusion in the current year Chief Financial Officer's (CFO) Statement report(s) for processing; 2) Create or select action(s) to process the financial information into the current years report(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the statement(s); 6) Verify the statement(s) shows the required preceding year information is in the current years annual CFO Statement(s).
02.01.15	The annual financial statements shall include consolidated comparative financial data from the immediate prior year if the DoD Component was in operation during the prior year. Such data shall be reported in a format consistent with the current years.		1) Create or select consolidated financial information from the immediate prior year to include in the current year Chief Financial Officer's (CFO) Statement report(s) for processing; 2) Create or select action(s) to process the financial information into the current years report(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report(s); 6) Verify the report(s) shows the required preceding year information is in a consistent format with current year CFO Statement(s).

02.01.16	Reclassification of significant prior year amounts to achieve comparability shall be explained in the footnotes.		1) Determine footnotes to explain the reclassification of the significant prior year amounts for the comparative financial statements (CFO Statements) for processing; 2) Create or select input action(s) to manually input the footnotes into the current financial statement(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial statement(s); 6) Verify the financial statement(s) show the reporting system includes the footnote in the current year annual comparative financial statements.
02.01.17	Footnotes and other explanations from prior-year statements necessary to disclose information regarding the prior-year data properly shall be included in the current year statements		1) Create or select notes and or other explanations that will properly disclose prior-year data in current year CFO Statement(s) for processing; 2) Create or select input action(s) to manually input the notes or other explanations into the current financial statement(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial statement(s); 6) Verify the financial statement(s) includes the prior year data.
02.01.18	Comparative financial statements need not be included in the first year that financial statements are prepared. Thereafter, comparative financial statements shall be included.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
02.01.19	Expenses, losses, gains, transfers out, and financing sources related to the correction of an error in prior year financial statements and changes in DoD components, shall be reported as adjustments to previously reported results when material. On the other hand, all other expenses, financing sources, losses, gains, and transfers recognized in an accounting period, shall be reported in the operations of that period.	*Question* : What does "Changes in DoD Components" mean? *Answer* : Organizational movement between reporting entities.	1) Create or select (a) a prior period error correction(s) and (b) a change(s) in reporting entities; 2) Create or select action(s) to process the correction(s) and change(s) into the current CFO Statements; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial statement(s); 6) Verify the financial statement(s) show the current CFO Statement(s) could include (a) the correction and (b) the change in the annual financial statements (CFO Statements) as a prior period adjustment.
02.01.20	A change from one authorized accounting principle to another authorized accounting principle shall be reflected in a DoD component's financial statements as an adjustment to prior periods when the authorized principle was used if the changes would result in a material affect.	It is not necessary to do a SCR, just change the balance.	1) Create or select a material change(s) from one authorized accounting method(s) to another authorized accounting method(s) for processing; 2) Create or select action(s) to reflect the change(s) into the DoD components CFO Statement(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the statement(s); 6) Verify the statement(s) show the DoD components CFO Statement(s) do reflect the change(s).
02.01.21	The nature of a material error in prior-period financial statements shall be disclosed in the financial statements of the period in which it is discovered.		1) Determine footnote(s) to explain the nature of a material prior-period error for processing; 2) Create or select action(s) to input manually the footnote(s) into the current CFO Statement(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the CFO Statement(s); 6) Verify the CFO Statement(s) does include the footnote(s) in the current year.
02.01.24	Financial NOTES report(s) should correspond to department codes.	This is a FACTS I Reporting Requirement.	*NOTE:* Pending the development of the remainder of FACTS I requirements.
02.01.25	The system should report both entity and non-entity assets (as defined in SFFAS-1, paragraph 25) in an entity's custody or under its management in the entity's financial statements.		1) Create or select an Entity(s) Asset account action(s) for processing; 2) Create or select a Non-Entity(s) Asset account action(s) in custody by the Entity(s) for processing; 3) Create or select transaction(s) to process the selected action(s) into the Entity(s) financial report(s); 4) Process the transaction(s); 5) Produce the Entity(s) financial report(s); 6) Verify the financial report(s) do include, display, and account for separately, the Entity(s) and the Non-Entity(s) assets (e.g. Federal Income Tax withheld).
02.01.26	Cash (including imprest funds) — as defined in SFFAS 1, paragraph 27 — should be recognized and reported as an asset.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
02.01.27	Financial statements should disclose the reasons for, and the nature of, any restrictions on an entity's cash.		1) Create or select footnote(s) that will disclose the reasons and nature of restrictions on Entity(s) cash for processing; 2) Create or select input action(s) to manually input the footnote(s) into the Entity(s) financial report(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the Entity(s) financial report(s); 6) Verify the financial report(s) do include the footnote(s) in the financial statements.
02.01.38	An entity (and its accounting system) should account for and report investments in securities issued by the US Treasury or other federal entities separately from investments in securities issued by nonfederal entities.		1) Create a select footnote(s) that will account for and report investments in securities issued by the U.S. Treasury or other federal Entity(s) for processing; 2) Create a select footnote(s) that will account and report investments in securities issued by non-federal Entity(s) for processing; 3) Create or select input action(s) to manual input the footnotes into an Entity(s) financial report(s) 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the Entity(s) financial report(s); 7) Verify the Entity(s) financial report(s) accounts for investments in securities issued by the U.S. Treasury or other Federal Entity(s) separately from non-federal Entity(s).

02.01.39	An entity (and its accounting system) should disclose the market value of investments in market-based and marketable Treasury securities. Investments should be grouped by type of security, such as marketable or market-based Treasury securities.		1) Create or select footnote(s) that will disclose the marketable value of an Entity(s) Treasury securities market value of investment(s) in its accounting system for processing; 2) Create or select footnote(s) that will disclose the market-based market value of an Entity(s) Treasury securities market value of investment in its accounting system for processing; 3) Create or select input action(s) to manually input the footnote(s); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce an accounting system report(s); 7) Verify the accounting financial statement(s) could include the footnote(s).

Chapter 5: Revenue (Including Financing Sources) and Accounts Receivable

1: Recognize Revenue (Including Financing Sources)

HIGH LEVEL TEST SCENARIO FOR 05.01.03 - 05.01.07 :

05.01.03	The system must recognize revenue when services are performed for the public or another government entity (except for specific services produced to order under a contract).		1) Create or select action(s) where services are performed for the public or another government entity for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system could recognize the appropriate revenue (DR 1310, 4251 CR 5200, 4221) accounts.
05.01.04	When specific goods are made to order under a contract or specific services are produced under a contract (either short or long term), the system must recognize revenue in proportion to the estimated total costs for the goods or services acquired to fulfill the contract.		1) Create or select action(s) from a document(s) where revenue can be recorded for specific goods made to order under a contract in proportion to the estimated total expenditures for providing the goods for processing; 2) Create or select transaction(s) to process the selected action(s) to record the revenue; 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) could recognize the revenue for goods. ***Note: Discuss the proportionate recording of revenue based on the cost of goods sold with the PMOs prior to developing an appropriate test scenario.***
			1) Create or select action(s) from a document(s) where revenue can be recorded for specific services produced under a contract for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s) to record the revenue; 4) Produce the financial report(s); 5) Verify the report(s) show the system could recognize the revenue for services.
05.01.05	When goods are kept in inventory so that they are available to customers when ordered, the system must recognize revenue only when the goods are issued or released to the customer.		1) Create or select action(s) where inventory of goods are to be delivered to the customer for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify reports show the system records revenue for inventory of goods upon delivery to the customer (DR 6500, 1310, 4251 CR 1520, 5200, 4221).
			1) Create or select action(s) where inventory of goods have not yet been delivered to the customer for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Verify the transaction(s) could not be processed to record the revenue and there are procedures in place that do not allow revenue to be recorded until delivery to the customer..
05.01.06	When services are rendered continuously over time, or the right to use an asset extends continuously over time (such as the use of borrowed money or the rental of space in a building), the system must recognize revenue in proportion to the passage of time or the use of the asset.		1) Determine the frequency for which the revenue is going to be recorded for the services provided for processing; 2) Create or select a series of action(s) to be processed for services provided over a period of time to record revenue; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s) separately to cover the period of time; 5) Produce the financial report(s); 6) Verify the report(s) show the system recognizes the revenue in proportion to the passage of time specified. (e.g., DR 1310, 4251 CR 5200, 4221).
05.01.07	When an asset other than inventory is sold, the system must recognize any gain (or loss) when the asset is issued or released to the purchaser.		1) Create or select action(s) where an asset other than inventory is sold and issued or released to the customer at a gain for processing; 2) Create or select action(s) where an asset other than inventory is sold and delivered to the customer at a loss for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 4) Produce the report(s) 5) Verify the report(s) show the system records the gain or loss in revenue (e.g., Sale of PP&E: DR 1739, 1759, 1010 CR 1730, 1750, 7110).
			1) Create or select action(s) where an asset other than inventory is sold and has not yet been delivered to the customer for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Verify the transaction(s) could not be processed and a process is in place so that the system will not record a gain or loss until the asset is issued or released to the customer.
05.01.08	When advance fees or payments are received, such as for large-scale, long-term projects, the system must recognize revenue only after costs are incurred from providing the goods and services (regardless of whether the fee or payment is refundable).		1) Create or select advance fee payment action(s) where costs are recognized as revenue only after goods and services are provided (e.g. DR 1010, CR 2310) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce financial report(s) showing the revenue received; 5) Create or select action(s) incurring cost in providing the goods or services; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a financial report showing cost incurred and advanced revenue reduced; 8) Verify the financial report(s) shows the system recognizes the revenue and reduce advances proportionate to goods or services provided (e.g. DR 2310, CR 5200). ***Discuss the proportionate recording of revenue based on the cost of goods or services provided with the PMOs prior to developing an appropriate test scenario.***

05.01.09	To the extent that realization of the full amount of revenue is not probable due to returns, allowances, price predetermination, or other reasons apart from credit losses, the system must reduce recognized revenue by separate provisions (such as through the use of a sales return account) for amounts that can be reasonably estimated. The amount of such provisions must be reflected as revenue adjustments, rather than cost of operations, and must be separately shown.		1) Create and select action(s) for the situations stated in the FFMR for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system reduces revenue for each of the transaction(s).
05.01.10	The system must recognize revenue arising from donations. Such inflows of resources must meet the recognition criteria for assets. (Revenue must be measured at the estimated fair market value of the contribution/donation.)		1) Create or select action(s) to record revenue arising from financial (cash or securities) and/or non-financial (meeting asset capitalization criteria) donations (DR 1010, CR 5600 for Cash); (DR 1610, 1620 CR 5600 for securities); (DR 1700, 1900 CR 5610 for building and land) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system recognizes the revenue at the estimated fair market value.
05.01.11	The system must recognize appropriations used as a financing source. (Until used, appropriations are not a financing source but are recognized as capital, and placed in a capital account.)		1) Create or select appropriation(s) to record as a financing source in a Capital Account upon receipt of good and services (DR 6100 or 1750, 3100, 4801 CR 2110, 5700, 4901) for processing; 2) Create or select action(s) to record the appropriation(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify financial report(s) shows the system records the appropriation(s).
05.01.12	To the extent a government entity receives goods and services from another government entity without reimbursing the other entity for all related costs, the system must recognize an imputed financing source equal to the imputed cost. This offsets any effect of imputed cost on net results of operation for the period.		1) Create or select action(s) to record imputed financing source costs incurred to equal the imputed costs for goods and services received (DR 6730, CR 5780) from another entity for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the report(s) shows the system records the financing source imputed costs.
05.01.13	To the extent that a government entity incurs costs, such as pension costs, that are paid in total or in part by other entities, the system must recognize an imputed financing source equal to the imputed costs.		1) Create or select action(s) to record costs incurred and paid in total or in part by another Entity(s) (such as a pension plan) (DR 6730, CR 5780) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system recognizes an imputed financing source costs equal to the imputed costs.
05.01.14	When interest is received on money borrowed in an intragovernmental transaction, the system must recognize the interest as exchange revenue when the source of the borrowed funds is predominantly exchange revenue. The system must recognize the interest as nonexchange revenue when the source of the borrowed funds is predominantly nonexchange revenue or other financing source.		EXCHANGE REVENUE: 1) Create or select an intragovernmental loan action(s) predominantly derived from exchange revenue (e.g., invested balances for the DoD Military Retirement Trust Fund) on interest for money borrowed to record unearned revenue for cash received or due in advance (e.g., DR 1340, CR 5400) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the report(s); 5) Verify the report(s) shows the system recognizes the interest as exchange revenue.
			NONEXCHANGE REVENUE: 1) Create or select action(s) to record interest revenue primarily derived from non-exchange revenue as non-exchange revenue (e.g., DR 1340, CR 5310) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system recognizes the interest as non-exchange revenue.
05.01.15	The system must recognize unearned revenue when cash is received for advance fees or payments. The system must also recognize unearned revenue prior to the receipt of cash if the agency requests advances or progress payments, and such requests establish claims to cash based on legal provisions (such as payment due dates).		1) Create or select action(s) to record unearned revenue for cash received or due in advance (DR 1010, CR 2310) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system recognizes the unearned revenue.
			1) Create or select action(s) to record unearned revenue prior to receipt of cash when an agency requests advances or progress payments (Requests must establish claims to cash based on legal provisions) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system recognizes the unearned revenue.
			1) Create or select action(s) to record unearned revenue prior to receipt of cash when an agency requests advances or progress payments and no legal provisions have been established (Requests must establish claims to cash based on legal provisions) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Verify the transaction(s) could not be processed into the system.
05.01.16	The system must recognize exchange revenue regardless of whether the entity retains the revenue for its own use or transfers it to other entities.		1) Create or select revenue where services are performed for the public or another government entity for processing; 2) Create or select action(s) to process transfer activity(s) to another Entity(s) financial report(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a financial report(s); 5) Verify the financial report(s) shows the system recognizes the exchange revenue recorded has not been effected. (e.g., DR Transfers-out and CR Assets).

| 05.01.21 | The system should recognize exchange revenue in determining the net cost of operations of the reporting entity during the period.. | | 1) Create or select a action(s) where services are performed for the public or another government entity for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a financial report(s); 5) Obtain the net cost of operations for the period; 6) Verify the financial report(s) shows the system recognizes the total exchange revenue amount is included in determining the net cost of operations. |

2: Establish Receivables, Maintain and Update Account Information

05.02.25	For all non federal agency receivables (due from the public). The system must record an allowance for uncollectible amounts to reduce the gross amount of receivables to net realizable value, and estimate the allowance for uncollectible amounts in accordance with SFFAS-1, paragraphs 46 - 51. The allowance for uncollectible amounts must be reestimated on each annual financial reporting date and when information indicates that the latest estimate is no longer correct.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
05.02.26	The system must record an interest receivable for the amount of interest income earned but not received for an accounting period.		1) Create or select a action(s) to record Interest Receivable for the Interest Income earned but not yet received. (DR 1340, CR 5310) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial report(s) shows the system recorded Interest Receivable.
05.02.27	The system must recognize no interest on accounts receivable or investments that are determined to be uncollectible unless the interest is actually collected. However, until the interest payment requirement is officially waived by the government entity or the related debt is written off, interest accrued on uncollectible accounts receivable should be disclosed.		1) Create or select action(s) to record an uncollectible Accounts Receivable (AR) or investments for processing; 2) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 5) Verify the financial report(s) show the system recognizes the uncollectible AR processed and no interest was collected; 6) Verify the financial report(s) shows the system disclosed as a footnote, the amount of interest accrued.
05.02.29	The system must be able to distinguish between entity receivables and non-entity receivables.		1) Create or select receivable action(s) for an Entity(s) account for processing; 2) Create or select receivable action(s) for a Non-Entity(s) account for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the report(s) show the system includes, but displays and accounts for separately, the Entity(s) and the Non-Entity(s) receivables processed; 7) Create or select action(s) to perform a query to demonstrate accounts receivables are distinguished between Entity(s) and Non-Entity(s) accounts; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the query; 11) Verify the query shows the system distinguishes the Entity(s) from the Non-Entity(s) accounts.
05.02.30	The system must account for interest receivable from federal entities separately from interest receivable from the public.		1) Create or select action(s) to record Interest Receivable for a Federal Entity(s) account for processing; 2) Create or select a action(s) to record Interest Receivable from the public for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) show the system recognizes and accounts separately for the Interest Receivable; 7) Create or select action(s) to perform a query to demonstrate Interest Receivables are distinguished separately between Federal Entity(s) and the public; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the query; 11) Verify the query shows the system distinguishes the Federal Entity(s) from the public.
05.02.31	The system must recognize interest receivable as it is earned on investments in interest-bearing securities and also on outstanding accounts receivable and other U.S. government claims against persons and entities in accordance with provisions in 31. U.S.C. 3717, Interest and Penalty Claims.		1) Determine the frequency for recording the receivables; 2) Create or select action(s) to record Interest Receivable as it is earned on investments in interest bearing securities (e.g., DR 1340, CR 5310) for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Demonstrate how the system calculates the interest receivable earned; 7) Verify the financial report(s) show the system recognizes the Interest Receivable as it is earned.
			1) Determine the frequency for recording the receivables; 2) Create or select action(s) to record Interest Receivable on outstanding accounts receivables as it is earned (e.g., DR 1340, CR 5310) for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Demonstrate how the system calculates the interest receivable earned; 7) Verify the financial report(s) shows the system recognizes the Interest Receivable as it is earned.
			1) Determine the frequency for recording the receivables; 2) Create or select action(s) to record Interest Receivable as it is earned on other U.S. Government claims against persons and entities(e.g., DR 1340, CR 5310) for processing; 3) Create or selected transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Demonstrate how the system calculates the interest receivable earned; 7) Verify the financial report(s) shows the system recognizes the Interest Receivable as it is earned.

5: Manage Delinquent Debt

05.05.08	To the extent that realization of the full amount of revenue is not probable due to credit losses (caused by the failure of the debtor to pay the established or negotiated price), the system must recognize an expense and increase the allowance for bad debts if the bad debts can be reasonably estimated. The amount of the bad debt expense should be separately shown.		1) Create or select a action(s) to record an Accounts Receivable for write-off (e.g., DR 6720 and CR1319) for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the write-off transaction(s); 4) Produce the financial report(s); 5) Verify that financial report(s) shows the system recognized an increase in expenses under its allowance for bad debts.
6: Reporting			
05.06.01	The system must report receivables from federal entities separately from receivable from nonfederal entities.		1) Create or select action(s) to record a Receivable for a Federal Entity(s) accounts for processing; 2) Create or select action(s) to record Interest Receivable from a Non-Federal Entity(s) account for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) show the system recognizes and account separately for the Receivables; 7) Create or select action(s) to perform a query to demonstrate Receivables are distinguished separately between Federal and Non-Federal Entity(s); 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Verify the query shows the system distinguishes separately the Federal and Non-Federal Entity(s).
05.06.04	The system must account for, and report on, advances and prepayments made to federal entities separately from advance and prepayments made to nonfederal entities.		1) Create or select action(s) to record advances and prepayments made to Federal Entity(s) accounts for processing. 2) Create or select a action(s) to record advances and prepayments made to Non-Federal Entity(s) for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) show the system recognizes and account separately for the advances and prepayments; 7) Create or select action(s) to perform a query to demonstrate the advances and prepayments are distinguished separately between Federal and Non-Federal Entity(s); 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the query; 11) Verify the query shows the system distinguishes separately the Federal and Non-Federal Entity(s).
05.06.05	For an entity that provides goods or services to the public or another government entity, the system must support disclosure in its financial statements of any differences in the pricing policy from full cost or market pricing guidelines in exchange transactions with the public, as set forth in OMB Circular A-25 or in subsequent amendments in circulars that sets forth pricing guidance.		1) Create or select footnote(s) that will disclose the differences in pricing policy for goods or services from full cost or market pricing guideline in exchange transactions with the public for processing; 2) Create or select input action(s) to manually input the footnote(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) shows the system recognizes the footnote(s).
05.06.06	For an entity that provides goods or services to the public or another government entity, the system must support disclosure in its financial statements those exchange transactions with the public in which prices are set by law or executive order and are not based on full or market price.		1) Create or select footnote(s) that will disclose prices that are set by law or executive order and are not based on full or market price for goods or services transactions with the public for processing; 2) Create or select input action(s) to manually input the footnote(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) shows the system recognizes the footnote(s).
05.06.07	For an entity that provides goods or services to the public or another government entity, the system must support disclosure in its financial statements the nature of those intragovernmental exchange transactions in which the entity provides goods or services at a price less than the full cost or does not charge a price at all. Disclosures must include an explanation of the amount and the reason for the disparity between the billing (if any) and full cost.		1) Create or select footnote(s) that will disclose intergovernmental exchange action(s) at a price less than the full cost or not charged a price at all for goods or services transactions with the public or other government entity(s) for processing; 2) Create or select input action(s) to manually input the footnote(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) shows the system recognizes the footnote(s) and includes an explanation of the amount and the reason for the disparity between the billing and full cost (if any).
05.06.08	For an entity that provides goods or services to the public or another government entity, the system must disclose in its financial statements the full amount of the expected loss when specific goods are made to order under a contract, or specific services are produced to order under a contract, and a loss on the contract is probable and measurable.		1) Create or select footnote(s) that will disclose the full amount of the expected loss when (a) specific goods are made to order or (b) specified services are produced to order under a contract and a loss on the contract is probable and measurable for goods or services transactions with the public or other government entity(s) for processing; 2) Create or select input action(s) to manually input the footnote(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial report(s); 6) Verify the financial report(s) shows the system recognizes the footnote(s).

Chapter 6: Managerial Cost Accounting

Although many of the cost management requirements apply to systems other than managerial cost accounting system, those requirements are captured in this chapter (e.g., the accumulation of PP&E cost).

1: System Administration

06.01.01	The cost accounting system must support the information classification structure described in FFMSR-8, Chapter II, and use the data classification structure described there.		1) Create or select the system's Managerial Cost Accounting (MCA) tables for processing; 2) Create or select action(s) to produce the tables; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system tables contains the required data elements for financial information and operations information, as stated in FFMSR-8, Chapter II.
06.01.02	The cost accounting system must be integrated with the entity's overall accounting system including accessing the appropriate tables or data structures that define codes in other systems rather than maintaining its own duplicate set of tables or data structures.		1) Review the Accounting Systems Architectural Diagram; 2) Select the Cost Accounting Systems (COS) module for interface with the accounting system for processing; 3) Create or select action(s) to Interface the COS with the accounting system; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the COS can access the appropriate tables or data structures that define codes; 8) Verify the data/table structures are centralized in one location (system/module) ONLY.
06.01.04	The cost accounting system must allow authorized users to change data classification elements. The system should use the data classification elements for editing and reporting purposes.		1) Create or select a report(s) listing all the authorized users who can modify the cost accounting data elements for processing; 2) Select an authorized user to modify a data element; 3) Create or select action(s) to modify the data element; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system accepted the modifications.
			1) Create or select an unauthorized user to attempt modification of a cost accounting data element for processing; 2) Create or select action(s) to have the authorized user attempt to modify a data element; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system rejects the attempted modification.
06.01.06	The cost accounting system must maintain rules for assigning costs to cost objects. These rules must specify cost assignment method(s) used (direct tracing, cause-and-effect, allocation, etc) for an object and identify how the method(s) is applied.		1) Create or select the system's rules for assigning costs to cost objects; 2) Create or select action(s) to produce the rules; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query produced the rules; 7) Verify the rules specify the cost assignment methods (direct tracing, cause-and-effect, allocation, etc) used.
06.01.12	The cost accounting system must satisfy the "minimum criteria", including responsibility segments; full costing; costing methodology; performance measurement; reporting frequency; standard general ledger; precision of information; special situations; and documentation.		1) Create or select the System's Life Cycle Management documents for processing; 2) Create or select action(s) to produce the document(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the document(s); 6) Review the documents; 7) Verify the document(s) contain information to satisfy the criteria listed in the FFMR. *NOTE: (1) Responsibility segments, SGL, costing methodology, full costing and performance measurement requirements are covered by other FFMR's in the chapter; (2) "Documentation" requirement is not testable in the system (obtain and review the manuals/procedures); (3) Test cases for the remaining three criteria need to be developed under this scenario.*

2: Data Capture

06.02.02	The cost accounting system must capture, or share with other systems, all data needed to determine the costs of outputs and the total net cost of the entity's operations, and must include appropriate disclosures of the components of net cost. The data capture must also include information on units produced.		1) Create or select ALL the required data action(s) used to compute the cost of outputs (to include the units produced) and the total net cost of an Entity(s) operations (to include disclosures of the components of net cost) for processing; 2) Create or select action(s) to process the data via direct input; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captures the data correctly.
			1) Create or select ALL the required data action(s) used to compute the cost of outputs (to include the units produced) and the total net cost of an Entity(s) operations (to include disclosures of the components of net cost) for processing; 2) Create or select action(s) to process the data via system interfaces; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify report/query shows the system captures the data correctly.
06.02.03	The cost accounting system must be capable of capturing summary information on all costs and units from the Core Financial System, as well as any other systems of		1) Create or select summary information data on all costs and units for cost actions; 2) Create or select action(s) to capture the data from the Core Financial System; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the Core Financial System captured the data correctly.

06.02.05	original entry for cost transactions.		1) Create or select summary information data on all costs and units for cost actions; 2) Create or select action(s) to capture the data from the system of original entry; 3) Create or select transaction(s) to process the selected action(s) 4) Process the transaction(s) 5) Produce a report/query; 6) Verify the report/query shows the system of original entry captured the data correctly.
Combined High-level Scenario for both 06.02.04 and 06.02.05			
06.02.04	The cost accounting system must allow for direct input of cost information by authorized users, with an appropriate audit trail, in order to capture costs that are not entered into any other system.		1) Create or select cost information to directly input into the system for processing; 2) Create or select a list of authorized users; 3) Create or select action(s) to directly input several elements of cost information by an authorized user; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce an audit trail listing all cost data elements captured; 7) Produce a report/query; 8) Verify the report/query shows the system accepted the direct input elements of cost information.
			1) Create or select cost information to directly input into the system; 2) Create or select an unauthorized user; 3) Create or select action(s) to directly input several elements of cost information by the unauthorized user; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Verify the system will not accept the direct input.
06.02.05	For costs entered directly into the cost accounting system, it must summarize and send them to the Core Financial System for reporting to the general ledger.		1) Create or select the system's function that summarizes direct input cost data elements for processing; 2) Create or select action(s) to process/run the cost data elements; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query show the system accurately summarized the information; 7) Create or select action(s) to produce the system's output file; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the file; 11) Verify the file shows the Core Financial System contains accurate information.
06.02.10	The cost accounting system must include all direct costs that can be specifically identified with an output, such as those defined in SFFAS-4, paragraph 90.		1) Create or select direct cost action(s) associated with an output for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system could capture all the direct costs.
06.02.11	The cost accounting system must include all indirect costs that are jointly or commonly used to produce two or more types of outputs but are not specifically identifiable with any of the outputs, such as those defined in SFFAS-4, paragraph 91.		1) Create or select all types and levels of indirect cost action(s) for processing associated with an output for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system captures all the indirect costs.
06.02.12	The cost accounting system must include the cost elements presented in SFFAS-4, paragraphs 93 through 104.	High level Test Scenario. Multiple test cases to generate number of reports illustrating all the applicable transactions against the applicable cost elements.	1) Create, select, or identify the system's cost elements stated in the SFFAS 4, para 93-104; 2) Create or select cost elements for processing; 3) Create or select action(s) to process the cost elements; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system identifies and tabulates the cost elements.
06.02.13	The cost accounting system must incorporate the cost of goods and services received from other entities (inter-entity costs) in calculating the entity's full cost of goods and services.		1) Create or select inter-entity and entity costs associated with a good or service received for processing; 2) Create or select action(s) to calculate the entity's full cost of goods and services; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query captures the full cost for both inter-entity and entity costs.
06.02.14	The "providing" entity's cost accounting system should record/recognize the full cost of goods and services provided to other entities regardless of whether full reimbursement is received.		1) Create or select action(s) for processing full costs associated with goods or services provided when full reimbursement is received; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transactions; 4) Produce a report/query; 5) Verify the report/query shows the system captures the full cost.
			1) Create or select action(s) for processing full costs associated with good or services provided when full reimbursement is not received; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transactions; 4) Produce a report/query; 5) Verify the report/query shows the system captures the full costs.
06.02.15	The "receiving" entity's cost accounting system should record/recognize the full cost of goods and services received from other entities as an expense or an asset.		1) Create or select action(s) to process full costs associated with a good or service received as an expense asset; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system captures the full cost as an asset.
			1) Create or select action(s) to process full costs associated with a good or service received as an expense ; 2) Create or select transaction(s) to process the selected transaction(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system captures the full cost as an expense.

06.02.16	For non-reimbursed or partially reimbursed goods and services for which the providing entity does not provide complete cost information, the "receiving" entity should make and record a reasonable estimate of the costs.		1) Create or select a non-reimbursed good or service action(s) for processing where the providing entity does not provide cost information; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system records the estimated cost.
			1) Create or select partially reimbursed goods or services action(s) for processing where the providing entity does not provide cost information; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system records an estimated cost.
06.02.17	For material amounts, the "receiving" entity should recognize as a financing source the difference between the full cost of goods and services it receives from another entity and the reimbursement it made for those goods and services.		1) Create or select non or partially reimbursed goods or services action(s) for processing; 2) Determine the full costs associated with the good or service; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system records the difference between the amount of reimbursement and full cost as a financing source.
06.02.18	The "providing" and "receiving" entities cost accounting systems shall recognize individual inter-entity cost in accordance with SFFAS-4, 112		1) Obtain and review the agency-defined guidelines for each criteria (e.g., materiality) in SFFAS-4, 112; 2) Create or select several inter-entity actions covering each of the criteria for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transactions; 5) Produce a report/query; 6) Verify the report/query shows the system applies those guidelines to individual inter-entity transactions.
06.02.19	The cost accounting system should accumulate costs for responsibility segment(s) by type of resource (employees' labor, materials, utilities, etc.).		1) Create or select responsibility segment action(s) for processing showing cost information by type of resource; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system recognizes the segments by type of resource.
06.02.20	The cost accounting system must draw information from the same common data source as the financial accounting and budgetary accounting systems.		1) Determine information used by both the cost accounting and budgetary systems for processing; 2) Create or select action(s) to produce a report/query of the selected information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the information is the same for both systems.
06.02.22	The cost accounting system must distinguish between funded and unfunded cost (in order to implement cost based budgets).	1 high level test scenario with two test cases to generate two types of reports (funded and unfunded).	1) Create or select action(s) for processing to generate a report/query showing funded costs by appropriations and the corresponding funding document number, description, and expiration date; 2) Create or select action(s) for processing to generate a report/query showing unfunded costs by appropriations; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system distinguishes between funded and unfunded costs.
			1) Create or select action(s) for processing to generate a report/query showing unfunded costs (i.e., Civilian Retirement costs not funded by the employee, the DoD, or another organization); 2) Create or select action(s) for processing to generate a report/query showing funded costs; 3) Create or select transaction(s) to process the selected action(s); 4) Process the selected action(s); 5) Produce the report/query; 6) Verify the report/query shows the system distinguishes between funded and unfunded costs.
06.02.23	The cost accounting system must include unallowable costs (costs for which the entity cannot legally be reimbursed by a customer) as a cost of operations.		1) Create or select action(s) for processing to generate a report/query identifying unallowable costs; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the report/query; 5) Validate the report/query shows the system includes the cost of operations.

06.02.24	The cost accounting system may use standard costs for estimating, accumulating, and reporting the costs of direct material and direct labor only when the four criteria in "DoDFMR," Volume 04, Chapter 19, 190207A (See comments) are met.	The four criteria that must be met for this FFMR are: 1) Both standard and actual costs are entered into the books of accounts; 2) Standard costs are compared to actual costs at the end of each accounting period and a variance calculated: 3) Standard costs and related variances are appropriately accounted for at the level of the production unit; 4) Practices with respect to the setting and revising of standards, use of standard costs, and disposition of variances are stated in writing and are consistently followed.	1) Create or select direct material and direct labor for processing as standard costs; 2) Create or select action(s) to process the cost estimate on direct materiel and labor; 3) Create or select action(s) to process the cost accumulation on direct material and labor; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the results are in compliance with the "DoDFMR," Volume 04, Chapter 19, 190207A 1, 2, 3, and 4 criteria for standard costs; 6) Report the cost of the direct material and direct labor.
06.02.25	The cost accounting system shall group business unit general and administrative expenses in a separate indirect cost pool to be allocated to final cost outputs.		1) Create or select general and administrative expenses to process actions(s) for allocation to final cost outputs; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system categorizes the expenses as a separate indirect cost pool.
06.02.26	For allocating general and administrative expenses, items produced or worked on for stock or product inventory must be accounted for as final cost objectives as stipulated in "DoDFMR," Volume 04, Chapter 19, 190210G.		1) Create or select action(s) for processing general and administrative expense items produced or worked on for stock or produce inventory; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system accounts for those items as final cost objectives as stated in the FFMR.
06.02.27	The job order cost system must maintain or update all subsidiary accounts necessary to satisfy the management's information requirements. The job order cost system must be subsidiary to the general accounting system.	This FFMR needs to be tested in conjunction with 06.03.20.	1) Create or select all the subsidiary ledger accounts needed for management's information requirements (e.g., direct labor, indirect material) for processing; 2) Create or select transaction(s) to generate a report/query of the job order cost system account balances; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the balances against the matching control accounts in the general ledger.
06.02.28	The job order cost accounting system must use job order numbers assigned by the appropriate cost accounting department for each defined cost output (objective).		1) Create or select a list of job order numbers (assigned by the appropriate accounting departments) for processing; 2) Create or select action(s) to produce a report/query listing the job order numbers assigned to several cost outputs; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system produce the lists; 7) Verify the job order numbers match for the same cost output.
06.02.31	The job order cost system must accumulate unfunded costs (such as military labor, unfunded civilian labor, unfunded material, etc.) in accordance with "DoDFMR," Volume 04, Chapter 20, 200311.		1) Create or select various types of unfunded costs action(s) for processing (use the same category for at least two transactions); 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system processed unfunded costs and accumulated unfunded costs for same category cost information in accordance with the FFMR.
06.02.32	The job order cost system must account for all production costs (for example direct labor, direct material, and overhead) associated with producing a product/end item.		1) Create or select action(s) for processing product/end items that will account for all production costs for processing; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system accounts for all production costs (direct labor, direct material, and overhead, etc.).
06.02.33	The process cost accounting must maintain or update all subsidiary accounts necessary to satisfy the management information requirements. The process cost accounting system must be subsidiary to the general accounting system.	This FFMR needs to be tested in conjunction with 06.05.14.	1) Create or select action(s) to produce the cost accounting system balance for all the subsidiary ledger accounts needed for management's information requirements (e.g., direct labor, indirect material) for processing; 2) Create or select action(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the accounts balances match against the control accounts in the general ledger.

06.02.34	The process cost accounting system must clearly identify the cost centers and products to be produced.		1) Obtain a listing of all the cost centers and the products produced at each cost center; 2) Create or select action(s) to produce listings of the cost centers; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the listings; 6) Create or select action(s) to produce listings of the products produced at each of the cost centers; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce the listings; 10) Verify the system produce the accurate information by matching the listings obtained with the listings produce in the system.
06.02.35	The process cost accounting system must utilize standard costs, accumulate actual costs, and identify variances between the two to allow for a managerial analysis of efficiency and effectiveness.		1) Create or select action(s) to process product end/item standard cost(s) and actual cost(s) of the product end/items in the cost accounting system; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system lists the standard cost, the actual cost and the variance between the two; 6) Determine how a managerial analysis of the efficiency and effectiveness is performed.
3: Cost Assignment			
06.03.02	The cost accounting system must support one or more of the costing methodologies (such as activity-based costing, job order costing, process costing, and standard costing) that comply with the principles in SFFAS-4.		1) Create or select one or more of the costing methodology to be used by the system; 2) Verify it is in accordance with the principles in SFFAS 4.
06.03.03	The cost accounting system must send the summarized impact of cost assignments to the Core Financial System for posting to the general ledger and for external reporting.		1) Create or select cost assignments to be summarized for processing; 2) Create or select action(s) to produce a file/report/query of the summarized cost assignments; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the file/report/query; 6) Verify the file/report/query shows the system produced the summarized data; 7) Create or select action(s) to transmit the file/report/query to the Core Financial System; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Verify Core Financial System received the file/report/query.
06.03.04	The cost accounting system must assign supporting segments costs to the responsibility segments that received the goods and services (referred to as intra-entity cost assignments).		1) Create or select action(s) for processing goods and services received for more than one responsibility segment (intra-entity cost assignment); 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system assigns the cost assignment segments to the correct responsibility segments.
06.03.05	The cost accounting system must assign the following costs to a responsibility segment's outputs: (1) the segment's direct and indirect costs, (2) other responsibility segments' costs assigned to the segment, and (3) inter-entity costs for goods and services received.		1) Create or select action(s) for processing to direct and indirect costs; 2) Create or select action(s) for processing to other responsibility segments'; 3) Create or select action(s) for processing to inter-entity costs for goods and services received; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transactions; 6) Produce a report/query; 7) Verify the report/query shows the system assigns the cost assignments to the responsibility segments.
06.03.06	The cost accounting system must assign costs that can be directly traced to an activity/output to that activity/output		1) Create or select action(s) for processing costs that can be directly traced to an activity/output; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transactions; 4) Produce a report/query; 5) Verify the report/query shows the system assigns costs directly to the activity/output.
High level combined scenario for 06.03.07 and 06.03.08			
06.03.07	The cost accounting system must assign indirect common costs to outputs or activities that share resources.		1) Create or select action(s) for processing indirect common cost(s) that can be assigned to several activities/outputs; 2) Create or select transaction(s) for processing the selected action(s); 3) Process the transactions; 4) Produce a report/query; 5) Verify the report/query shows the system assigns the costs to the activities/outputs on a cause-and-effect basis or through reasonable allocation.
06.03.08	The cost accounting system must assign indirect common costs to outputs or activities on a cause-and-effect basis, if feasible, or through reasonable allocation.		
06.03.09	The cost accounting system must allocate each type of cost only once, and on only one basis, to any output or activity (cost objective).		1) Create or select several types of costs for processing; 2) Create or select action(s) to assign the same cost item to the output/activity more than once; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system rejects such action; 5) Create or select action(s) to assign the same type of cost on more than one basis (i.e., as both direct and indirect cost); 6) Create or select transaction(s) to process the selected action(s); 7) Verify the system rejects such action.
06.03.10	The cost accounting system must properly allocate costs between accounting periods.		1) Create or select action(s) to process several costs that cross-over two accounting periods; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system allocates costs in accordance with DoD FMR Vol. 4, Chapter 19, 190206.

High-level Combined Scenario for 06.03.11 and 06.03.12			
06.03.11	The cost accounting system must assign the cost of compensated absences to the accounting period(s) in which earned.		1) Create or select action(s) for processing an employee compensated absences (i.e., holiday, illness, jury duty) for the entire year; 2) Identify the accounting period in which each absence was earned; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction; 5) Produce a report/query; 6) Verify the report/query shows the cost accounting system assigns each cost to the accounting period in which it was earned; 7) Verify the cost accounting system allocates the cost to the applicable output/activity (employee has worked on) on a pro-rata basis.
06.03.12	The cost accounting system shall allocate pro-rata, on an annual basis, the cost of compensated absences to the applicable outputs/activities of the entity.		

High-level Combined Scenario for 06.03.13 and 06.03.14			
06.03.13	The cost accounting system shall assign depreciation on tangible assets to the cost accounting periods in accordance with criteria stipulated in "DoDFMR," Volume 04, Chapter 19, 190209A.1-2. The assignment of depreciation cost will be consistent with the methods used by the core accounting system.		1) Create or select several tangible assets from different types of cost centers (i.e., G&A, production direct, production indirect); 2) Identify the depreciation cost; 3) Process the depreciation cost assignment; 4) Produce a report/query showing the depreciation cost assignments; 5) Verify the report/query shows the system assigns the cost to the appropriate accounting period as stated in DoD FMR Vol. 4, Chapter 19, 190209A; 6) Verify the system allocates the depreciation cost outputs/activities as stated in DoD FMR Vol. 4, Chapter 19, 190209B.
06.03.14	The cost accounting system shall allocate depreciation costs to outputs/activities in accordance with criteria stipulated in "DoDFMR," Volume 04, Chapter 19, 190209B,1-3.		

High-level Combined Scenario for 06.03.15 and 06.03.16			
06.03.15	The cost accounting system must allocate business unit general and administrative expenses to outputs based on their beneficial or causal relationship.		1) Create or select action(s) for processing several business unit G&A expenses; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system assigns the G&A cost to the appropriate accounting period as stated in DoD FMR Vol. 4, Chapter 19, 190210C; 5) Verify the system allocates the G&A cost to outputs/activities based on beneficial or causal relationship.
06.03.16	The cost accounting system must allocate business unit general and administrative expenses for the accounting period to final cost outputs by means of a cost input basis representing the total activity of the unit.		
06.03.17	The cost accounting system must have the capability to allocate headquarters expenses to responsibility segments/outputs in accordance with "DoDFMR," Volume 04, Chapter 19, 190210D.1 & 2.		1) Create or select action(s) for processing various Headquarters costs for the different scenarios in DoD FMR Vol. 4, Chapter 19, 190210D.1&2.; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system allocates costs to responsibility segments/outputs in accordance with DoD FMR Vol. 4, Chapter 19, 190210D.1&2.
06.03.18	The cost accounting system must have the capability to segregate headquarters function expenses for responsibility segments that perform headquarters functions and operational activities, and allocate those expenses to the benefiting or causing segments.		1) Create or select action(s) for processing headquarters segment expense(s); 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Create or select action(s) for processing operating cost segment expense(s); 5) Create or select transaction(s) for processing the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system segregates the headquarters function expenses from the operating function expenses before it assigns the costs.
06.03.19	The cost accounting system must assign the cost of deferred compensation (except annual leave, sick leave and pension costs) to the appropriate cost accounting period, as stipulated in "DoDFMR," Volume 04, Chapter 19, 190215B, C & D.		1) Create or select action(s) for processing deferred compensation costs; 2) Create or select transaction(s) for processing the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system assigns the cost to the appropriate accounting period as stated in DoD FMR Vol. 4, Chapter 19, 190215B, C & D.

06.03.20	The job order cost system must be able to update appropriate general ledger control accounts, such as work in process, construction in progress, cost of goods sold, etc.	Comment #1: The *typical general ledger entries* for this scenario are as follows: 1) Record labor costs for work in process using the job order cost accounting system. (DR 1581, 1721 CR 2211); 2) Record materials issued to a job order (DR 1581, 1721 CR 1521); 3) Record applied overhead (DR 1581, 1721 CR 6600); 4) Record completion of a job order, delivery to the customer, and transfer to an asset or inventory account. (DR 6500, 1521, 1766, 1730, 1740 CR 1581, 1721). Comment #2: This FFMR needs to be tested in conjunction with 06.02.27.	1) Create or select several appropriate (i.e., work-in-process, construction-in-process, and costs of goods sold, etc.) general ledger accounts for update; 2) Create or select action(s) to update the accounts; 3) Create or select transaction(s) for processing the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system updates the general ledger accounts.
06.03.21	The job order cost system must add unfunded cost financed by other organizations or by prior appropriations to the shop rate charges and billed to non-DoD ordering activities.		1) Create or select action(s) for processing different types of unfunded costs such as those: a) financed by other organizations or b) financed by prior appropriations; 2) Calculate the shop rates; 3) Create or select transaction(s) for processing the selected action(s); 4) Process the transaction(s) for unfunded costs and the shop rate charges; 5) Produce a report/query; 6) Verify the report/query shows the system includes the unfunded costs in the shop rates.
06.03.22	General and administrative expenses are to be accumulated by the system in the activity's indirect cost accounts and equitably charged to customers by prorating the expenses to job orders.		1) Create or select action(s) for accumulating G&A expenses; 2) Create or select transaction(s) to process the selected action(s) to process the G&A transaction(s) expenses into the indirect charges; 3) Process the selected action(s); 4) Determine the total job order cost incurred; 5) Determine equitable spread of the indirect cost by prorating the indirect expenses to the customer job order costs; 6) Produce a report/query; 7) Verify the report/query shows the system applied the G&A rates to each job order cost equitably to allocate the total G&A expense.

4: Cost and Revenue Accumulation			
06.04.01	The cost accounting system must send cost data to the appropriate system to calculate exchange revenue for goods or services made to order under a contract.	See FFMR 05.01.04.	1) Create or select action(s) for accumulating cost information for goods or services made to order under a contract; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system accumulates the cost information; 6) Create or select action(s) to generate the system's output file containing the accumulated cost to be provided to appropriate system(s); 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce the output file; 9) Verify the file shows the system contains the accurate information.
High-level Combined Scenario for FFMR 06.04.02 & 06.04.03			
06.04.02	The cost accounting system must support the inventory system or other property systems by accumulating costs from multiple sources for inventory and related property that has been acquired, is being repaired, or is in production.		1) Create or select transaction(s) for processing cost information for inventory and related properties; 2) Process the transaction(s) 3) Produce a report/query; 4) Verify the report/query shows the system accumulates the cost information; 5) Create or select transaction(s) to generate the system's output file containing the accumulated cost to be provided to the inventory or other property systems; 6) Process the transaction(s); 7) Produce the output file; 8) Verify the file contains accurate information including appropriate asset, expense or revenue type.
06.04.03	The cost accounting system must provide accumulated costs, including applicable indirect costs, to the inventory or other property system(s) for recording as to appropriate asset, expense or revenue type.		
High-level Combined Scenario for 06.04.07 and 06.04.08			
06.04.07	The cost accounting system must accumulate and maintain current period full cost and the total cost for each construction project and item of general property, plant and equipment under construction.		1) Create or select a general PP&E construction project with costs that cover more than one period, one of which is the current period; 2) Create or select the cost information for the project (for all periods); 3) Process the cost information (capture, full cost calculation and assignment); 4) Produce a report/query; 5) Verify the report/query shows the system maintains the full cost for both current period and the total cost for the project; 6) Show completion of the construction project at the end of the current period; 7) Create the system's output file containing the construction-in-progress cost reclassified to an asset account, to be provided to the core financial system and property management system(s); 8) Verify the file contains accurate information.
06.04.08	For completed projects, the cost accounting system must transfer construction in progress amounts to the appropriate asset account and pass the information to the Core Financial System and property management system(s) for asset valuation purposes.		
06.04.09	The cost accounting system must capture and classify costs of acquiring, constructing, improving, and reconstructing or renovating heritage assets, federal mission (including national defense) PP&E, and stewardship land (including preparing it for use) for reporting as expenses in the period incurred.		1) Create or select one of each of the three types of PP&E (other than general PP&E); 2) Create or select the cost information (including the period they occurred) for each of the activities listed in the FFMR (as appropriate for each type of PP&E) for processing; 3) Create or select action(s) to process the cost information (cost capture and assignment); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly captures and classifies each cost as an expense, for the type of PP&E, in the period incurred.
06.04.10	The cost accounting system must accumulate and maintain for 5 years costs that are related to stewardship assets (for stewardship reporting purposes).		1) Create or select action(s) for processing stewardship assets; 2) Create or select transaction(s) for processing the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system captures the cost information; 6) Provide the procedures for maintaining the cost information on an annual basis for the period of five years.
06.04.11	The job order cost system must calculate actual shop rates from the same database used to prepare general ledger control account entries.		1) Create or select action(s) for processing actual shop rates from the job order cost system; 2) Select the elements used to calculate the shop rates (direct and indirect labor, indirect material); 3) Select those cost elements from the shared database; 4) Create or select transaction(s) for processing the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the rate results are from the same database used to prepare general ledger accounts entries..
High-level Combined Scenario for 06.04.19, 06.04.20 and 06.04.21.			
06.04.19	The cost accounting system must accumulate costs in agency defined cost centers that are associated with agency-defined performance measures.		1) Create or select action(s) for processing agency-defined performance measures; 2) Identify the associated cost center and output; 3) Identify the associated cost and unit information with the output; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s) (capture and assignment); 6) Produce a report/query; 7) Verify the report/query shows the system accumulates cost information for the output in the cost center; 8) Verify the system accumulates the unit information for the output; 9) Calculate the unit cost of the output; 9) Verify the system correctly calculates the unit cost.
06.04.20	The cost accounting system must accumulate numerically valued agency-defined output information.		
06.04.21	The cost accounting system must calculate the unit cost of outputs.		

5: Cost Monitoring/Reporting

06.05.01	The cost accounting system must be able to provide cost data needed to produce the Statement of Net Costs for the agency's required financial statements.		1) Create or select cost information required for the Statement of Net Costs; 2) Create or select action(s) for processing the cost information and create a system's output file containing the cost information to be provided to the core financial system including the reporting system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the output file; 6) Verify the output file contains accurate information.
06.05.02	The cost accounting system must be able to produce the data needed for reporting on stewardship resources.		1) Use the test script for FFMR 06.04.09; 2) Create or select action(s) to produce a system's output file containing the stewardship reporting cost information to be provided to the core financial system including the reporting system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the file; 6) Verify the file contains accurate information.
06.05.06	The cost accounting system must produce unit cost reports by output.	This scenario is a follow-on to the scenario developed for 06.04.19-21	1) Determine the format and information needed for a unit cost report; 2) Create or select action(s) to generate a unit cost report for the information selected; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a unit cost output report; 6) Verify the output report shows the system captured and presented the information correctly.
06.05.07	The cost accounting system must produce project, job order, and work order reports showing costs for a project from its inception up to the current date.		1) Determine the format and information needed for a project, job order, and work order reports; 2) Create or select action(s) to generate a report for the selected project and the cost information from inception to date; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report; 6) Verify the report shows the system captured and presented the information correctly.
06.05.08	The cost accounting system must produce contract reports showing the revenues and costs associated with each contract.		1) Determine the format and information needed for contract reports; 2) Create or select action(s) to generate a contract report for several contracts and the associated revenue and cost information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the contract report; 6) Verify the contract report shows the system captured and presented the information correctly.
06.05.09	The cost accounting system must provide to the reporting system, general management and administrative cost that can not be traced, assigned, or allocated to specific responsibility segments or outputs, for reporting in the entity's financial statement as costs not assigned to programs.		1) Create or select the G&A support cost information that cannot be traced, assigned or allocated to a specific responsibility segment or an output; 2) Create a select action(s) to generate a system's output file containing the G&A support cost information to be provided to the core financial system including the reporting system; 3) Create or select transaction(s) for processing the selected action(s); 4) Process the transaction(s); 5) Produce the output file; 6) Verify the output file contains accurate information for costs not assigned to a specific program.
06.05.11	Inter-entity expenses/assets and financing sources must be eliminated for any consolidated financial statements covering both receiving and providing entities. All inter-entity costs are to be recognized based on the criteria in SFFAS-4, paragraph 112.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
06.05.13	The job order cost system must be able to produce required cost reports (such as month-end reports).		1) Determine the format and information needed for the month-end job order cost report; 2) Create or select action(s) to produce the month-end cost report; 3) Create or select transaction(s) for processing the selected action(s); 4) Process the transaction(s); 5) Produce the cost report; 6) Verify the cost report shows the system can produce the required cost reports (such as month-end reports)
06.05.14	The process cost accounting system must update the appropriate general ledger control accounts, such as work in process, construction in progress (in house), etc.	This FFMR needs to be tested in conjunction with 06.02.33.	The *typical general ledger entries* for this scenario are as follows: 1) Create or select labor costs to record for work-in-process entered into the process cost accounting system (DR 1581, CR 2211); 2) Create or select action(s) to record materials placed into a process cost accounting system (DR 1581, CR 1521); 3) Process the transaction(s); 4) Create or select action(s) to record relief of work-in-process of the completed products to inventory or customer (DR 6500, 1521, CR 1581). 5) Create or select transaction(s) to process the selected action(s): 6) Process the transaction(s); 7) Produce a cost report; 8) Verify the cost report shows the system captured and presented the information correctly.
06.05.16	The process cost accounting system must produce required cost reports (such as month-end reports).		1) Determine the format and information needed for the month-end process cost report; 2) Create or select action(s) to produce the month-end cost report; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the cost report; 6) Verify the cost report shows the system can produce the required cost reports (such as month-end reports)

Chapter 7: Human Resources and Payroll

1: Human Resource Data Collection/Maintenance and Personnel Processing

07.01.03	The human resources system must provide for support capabilities to electronically generate, approve, and process the full range of monetary and honorary awards for employees, and be flexible enough to tailor to individual agency needs.		1) Create or select action(s) to process monetary and honorary award(s) electronically; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s) electronically; 4) Approve the transaction(s) electronically; 5) Produce a report/query; 6) Verify the report/query shows the system correctly processes the award(s) electronically.

07.01.05	The human resources system must fully document the associate personnel actions with all regulatory required information such as legal authority and nature of actions.		1) Create or select sample action(s) for processing personnel actions; 2) Create or select transaction(s) for processing the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system contains all the pertinent information along with the nature of the action present in the system.
07.01.06	The human resources system must process (with both current and future effective dates) the full range of individual and mass personnel actions such as appointments, reinstatements, transfers, promotions, separations, retirements, terminations, furloughs, change to lower grades, reassignments, pay, movements, pay changes (including locality and national adjustments, allowances, differentials, premium pay, movement between pay plans or schedules, and pay and grade retention), and details. There is also a need for the capability to correct or cancel theses actions and to provide the necessary audit trail.		1) Create or select sample action(s) for processing personnel action(s) which includes both individual and mass actions and with current and future effective date(s); 2) Create or select tranaction(s) for processing the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query/ shows the system correctly processed the actions.
			1) Create or select action(s) for processing personnel action(s) for correction; 2) Create or select transaction(s) for processing the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly processed the correction action(s); 6) Produce audit trail documentation for the change(s).
			1) Create or select action(s) for processing personnel action(s) for cancellation; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly processed the cancellation action(s); 6) Produce audit trail documentation for the cancellations.
07.01.09	The system should maintain individual retirement data, including service history and fiscal history for each employee. Maintain separate records for military (post-1956) and civilian deposits.		1) Create or select sample action(s) for processing retirement data; 2) Create or select transaction(s) for processing the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly includes service history and fiscal history data for each employee; 6) Verify the system maintains separate records for military retirement deposits and civilian retirement deposits.
07.01.10	The human resources system must record incumbent related information such as date of hire, service computation date, retirement service date, severance pay date, Civil Service Retirement System, Federal Employees Retirement System, Federal Employee Group Life Insurance and Thrift Saving Plan eligibility dates, Federal Employee Health Benefit enrollment date, step increase and prior military service information must also be recorded. There is also a need for the capability to correct or cancel these actions, and provide the necessary audit trail.		1) Create or select action(s) for recording Human Resource personnel action(s) listed in the FFMR; 2) Create or select transaction(s) to record the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly recorded the actions.
			1) Create or select action(s) for processing corrections to Human Resource personnel action(s); 2) Create or select transaction(s) to process the selected action(s); 3) Process the correction transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly processed the correction action(s).
			1) Create or select human resource actions for cancellation; 2) Create or select transaction(s) to process the selected cancellation action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system processed the cancellation action(s) correctly.
07.01.11	The human resources system must provide for automatic data conversion and electronic transfer of required data to the OPM and other recipients of Government wide reporting information.		1) Create or select data from the Human Resource system for conversion and electronic transfer to the OPM and/or other Government recipients; 2) Create or select action(s) to convert and transfer the data to the OPM and/or other Government recipients; 3) Create or select transaction(s) for processing the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly converted the data; 7) Create or select action(s) to transmit the file; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce an output file; 11) Verify the system generated an output file transmission of the data file to the OPM and/or other Government recipients.
07.01.12	The human resources system must enable managers and human resources staff to track past, current and pending personnel actions.		1) Create or select past Human Resource personnel activities for tracking; 2) Create or select action(s) to retrieve the information in a report/query format; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system correctly tracks the past actions.
			1) Create or select current Human Resource personnel activities for tracking; 2) Create or select action(s) to retrieve the information in a report/query format; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system correctly tracks the current actions.
			1) Create or select pending Human Resource personnel activities for tracking; 2) Create or select action(s) to retrieve the information in a report/query format; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system correctly tracks the pending actions.
07.01.14	The personnel system must generate a Monthly Employee Report (SF 113A) and a Monthly FTE Report (SF 113G) to OPM.		1) Create or select a Monthly Employee Report (SF 113A) for processing; 2) Create or select action(s) to produce the report; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the system correctly produced the report.
			1) Create or select a Monthly FTE Report (SF 113G) for processing; 2) Create or select action(s) to produce the report; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the system correctly produced the report.

07.01.24	The human resources system must be able to provide organizational decision support for managers that will simplify their organization and position design decisions (e.g., Budget and Full Time Equivalent (FTE) management, activity based costing, work effort as related to performance measures and indicators).		1) Create or select Human Resource system information for processing to support management decisions (e.g., Budget and Full Time Equivalent (FTE) management, activity based costing, work effort as related to performance measures and indicators); 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system maintains such information and it is correct and accurate.
07.01.25	The human resources system should enable managers to electronically initiate the full range of recruitment-based actions (e.g., internal and external recruitment actions, reassignment actions, details) and flow these actions to the appropriate individuals and offices for approvals and processing.		1) Create or select action(s) for processing recruitment-based actions electronically; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/file; 5) Verify the report/file shows the system correctly processed the recruitment-based actions electronically; 6) Forward the actions to the appropriate individuals or offices for approval.
07.01.26	The human resources system using position based requirements should provide expert or decision support to generate documentation needed to complete the recruitment process. This includes preparation of vacancy announcements which contain specific selection criteria (e.g., knowledge, skills and abilities (KSAs) and abilities, and conditions of employment).		1) Receive a report/file request to recruit for a new or existing position; 2) Validate the status of the position; 3) Create or select action(s) to generate the vacancy announcement; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the vacancy announcement; 7) Verify the vacancy announcement contains all the applicable information.
07.01.28	The human resources system should accommodate external reporting needs including those required by Treasury, OPM, The Department of Labor, the Federal Retirement Thrift Investment Board, and others.		1) Determine the external reporting requirement's) for the Human Resource system; 2) Determine how the system will generate and transmit a report/file (e.g., hardcopy or electronic); 3) Create or select action(s) to produce the report/file; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/file; 7) Verify the report/file shows the system correctly processed the report; 8) Create or select action(s) to produce and transmit an output file; 9) Create or select transaction(s) to process the selected action(s); 10) Process the transaction(s); 11) Produce the output file 12) Verify the transmission of the output file to the U. S. Treasury, OPM, Department of Labor, the Federal Retirement Thrift Savings Board and others.
07.01.39	The human resources system must automatically generate personnel action reminders that will prompt management decisions on such actions as within-grade-increase, completion of probationary period and temporary appointments, and any similar time-sensitive actions. It also should enable on-line approval or disapproval of such recurring actions.		1) Create or select action(s) that will produce personnel action reminders for items stated in the FFMR; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Demonstrate how on-line approval and disapproval process is performed; 5) Produce a report/query; 6) Verify the report/query shows the system correctly produced the reminders.
07.01.41	The system must provide for both transfers for separating (inter-agency) or transferring (intra-agency) employees with the next regular payroll. Note: 1)"Transfers for separating" describes transferring from one federal agency to another. 2)"Transferring" describes a transfer within the same federal agency.	1)"Transfers for separating" describes transferring from one federal agency to another. 2)"Transferring" describes a transfer within the same federal agency or department.	1) Create or select personnel action(s) for the transferring or separating of an inter-agency employee(s); 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly transferred the employee from one federal agency to another; 6) Verify the transfer process is complete. (e.g., validate the next pay period reflects the change(s).
07.01.42	The human resources system must process management and employee requested personal actions by either the generation of paper SF-50 or the electronic storage of data associated with the SF-50. Also included in this process are those actions ancillary to employment, such as requesting security investigations, arranging physical examination and identifying drug testing requirements, requesting and approving SF-75 information, and the administration of the in-processing activities.		1) Create or select management requested personnel action(s) for processing; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce the SF-50 on paper; 5) Create or select transaction(s) to produce and store the SF-50 electronically; 6) Process the transaction(s); 7) Produce the SF-50; 8) Verify the system produced the SF-50 on paper; 9) Verify the system electronically stores the SF-50; 10) Create or select other ancillary personnel actions (e.g., security investigation, drug testing requirements) for processing.
			1) Create or select an employee requested personnel action(s) for processing ; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce the SF-50 on paper; 5) Create or select transaction(s) to produce and store the SF-50 electronically; 6) Process the transaction(s); 7) Produce the SF-50; 8) Verify the system produced the SF-50 on paper; 9) Verify the system electronically stores the SF-50; 10) Create or select other ancillary personnel actions (e.g., security investigation, drug testing requirements) for processing.

07.01.47	The human resources system must generate retention records for a Reduction in Force (RIF) based on competitive position, tenure, and retention requirements. The human resources system should also provide the capability to process reduction in force actions including the determination of retention rights, issuance of notices, and generation of required documentation.		1) Obtain retention records for processing; 2) Create or select Reduction in Force action(s) for processing; 3) Create or select transaction(s) to process the RIF action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the RIF action(s).
07.01.48	The human resources system must preclude duplicate data entry by electronically producing position-embedded performance criteria necessary to generate individual performance appraisal plans.		1) Create or select a sample of individual performance appraisal plans of various positions for data entry; 2) Create or select action(s) to process the data into the human resource system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/file; 6) Verify the report/file shows the system automatically populates the criteria with the correct information based on the individual's position and data is correct and accurate; 7) Create or select action(s) to attempt to process the data into the system again; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Verify the system precludes acceptance of the data; 11) Verify the system provides an error message with the reason for non-acceptance.
07.01.52	The human resources system must provide the capability to track and record the full range of employee, management or third party generated appeals and grievances.		1) Create or select employee, management, or third party appeal or grievance action(s) for processing; 2) Create or select action(s) to process the grievance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly tracks the personnel actions.
	This includes events such as performance and conduct cases, Uniform Labor Practices, and Labor contract administration.		1) Create or select employee, management, or third party appeal or grievance action(s) for recording; 2) Create or select transaction(s) to record the appeal or grievance action(s); 3) Process the transaction(s); 4) Produce a report/query 5) Verify the report/query shows the system correctly records the personnel actions.
07.01.53	The human resources system tracking functionality must include such information as case nature, case date, case steps and resolution.		1) Create, select, or obtain detailed procedures on the human resources tracking system; 2) Review the information and verify the tracking system contains all necessary information (e.g., case nature, case date, case steps and resolution) for appeals/grievances.
07.01.55	The human resources system must preclude duplicate data entry by automatically accessing position and employee information already residing within the system.		1) Create or select a sample of position and employee information for data entry; 2) Create or select action(s) to process the position and employee data into the human resource system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/file; 6) Verify the report/query shows the system automatically populates the correct criteria information based on the individual's position and employee information is correct and accurate; 7) Create or select action(s) to attempt to process the data into the system again; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Verify the system precludes acceptance of the data; 11) Verify the system provides an error message with the reason for non-acceptance.
07.01.59	The human resources system must provide the capability to produce pertinent information in response to classification appeals.		1) Create or select classification appeal information to produce; 2) Create or select action(s) to produce the information in report/file format; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system captured the position classification information and history correctly.
07.01.60	The human resources system must provide a means for applicants and employees to apply as either external or internal candidates for vacant positions.		1) Create or select application(s) for processing external applicant(s) information and/or documentation to apply for a vacant position; 2) Create or select action(s) to process the application(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/file; 6) Verify the report/file shows the system correctly processed the external application and the information resides in the system.
			1) Create or select application(s) for processing internal applicant(s) information and/or documentation to apply for a vacant position; 2) Create or select action(s) to process the application(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/file; 6) Verify the report/file shows the system correctly processed the internal application and the information resides in the system.
07.01.61	The human resources system must have the capability to enable maximum employee access to self-service personnel benefits information and automated transaction processing so that employees may manage their own benefits.		1) Access the self-service personnel benefits information system; 2) Determine, create or select one authorized benefit change; 3) Create or select action(s) to process the change; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly processes the change.
07.01.62	Benefits Administration systems coverage must include Federal Employees Health Benefits Life Event and Open Season Elections; Thrift Savings Plan Life Event and Open Seasons Elections; Federal Employees Group Life Insurance Live Event and Open Season Elections; Miscellaneous Changes (e.g., address, name, emergency contact information); Alternative data and processing entry points for individuals with disabilities in compliance with the American Disability Act.		1) Create or select action(s) to access the benefits system; 2) Create or select transaction(s) to process the selected action(s): 3) Process the transaction(s); 4) Review the system for all the benefits listed in the FFMR; 5) Verify the benefits system includes coverage on all the listed benefits that are legally available.

07.01.63	In support of work force development, the human resources system must provide the capability to use position and personal data already residing within the system to facilitate on-line initiation of the full range of work force development activities, which include nomination, approval, enrollment, evaluation, and personnel record documentation.		1) Create or select action(s) to access the human resources system; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Create or select position action(s) for processing personal data residing within the human resources system; 5) Create or select transaction(s) to process on-line full range work force development activities (nomination, approval, enrollment, evaluation, and personnel record documentation); 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly processed the data from the work force development activities produced.
07.01.64	In support of work force development functions, the human resources system must record essential data relative to the cost and source of developmental activities and enable analysis of such activities to determine future budget needs and return on investment.		1) Create or select action(s) for recording essential data relative to the cost and source of developmental activities; 2) Create or select transaction(s) to record the data; 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly recorded the data; 6) Demonstrate the analysis procedures for determining the future budget needs and returns on investments.
07.01.65	In support of employee development programs, the human resources system must support the planning, development, delivery of training and career development programs to meet agency and employee needs, and track completion of training by employees.		1) Create or select an employee(s) Career Development Program plan for processing; 2) Determine the data required to deliver the program; 3) Create or select action(s) to access the Human Resource System; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Create or select action(s) to process the Career Development Program plan; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report; 9) Verify the report shows the system correctly processed the plan and it resides in the system..
			1) Create or select an employee(s) with a career development plan in place within the Human Resources system; 2) Demonstrate procedures for tracking the employees progress until completion of the training and career development program.
07.01.66	In support of developing training budgets, the human resources system should support the preparation of financial projections and implementation of controls which maximize the utilization of training funds.		1) Create or select training fund data that is required to process financial projection in the training budget; 2) Create or select action(s) to process the financial projections; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly projects the financial data.
			1) Determine the financial projection controls in place within the Human Resource training system budget; 2) Create or select transaction(s) to access the Human Resource system; 3) Process the transaction(s); 3) Create or select action(s) for processing the selected action(s); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows that system controls are in place to maximize the utilization of training funds.
07.01.67	To evaluate development and training activities, the human resources system must support the evaluation of the effectiveness and quality of course design, program content, delivery methodology and instructional value.		1) Create or select action(s) to retrieve Human Resource systems course design data (i.e., course design, program content, delivery methodology and instructional value); 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system supports the effectiveness and quality of course design data.
2: Time and Attendance Processing			
07.02.02	In T&A systems, approvals shall be made individually for each employee, and an approval automated signature shall be provided for each time and attendance reports.	This is the first level supervisor approval.	1) Create or select individual T&A records for approval by automatic signature for processing; 2) Retrieve each record; 3) Create or select action(s) to approve T&A records with automatic signature; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system allowed the approval with automatic signature.
07.02.03	The T&A system must collect actual hours or days worked, and other pay related data, e.g., piecework, fee basis units/ dollars, and differentials for each employee.		1) Create or select T&A activities for recording data collected hours worked, days worked, and other pay related data stated in the FFMR; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to record the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the T&A data.
07.02.04	The T & A system must collect work and leave hours based upon an established tour of duty, including alternative work schedule/flextime hours information		1) Create or select T&A activities for recording data collected for work and leave hours based upon established tours of duty to include alternative work schedule/flextime hours information; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the T&A data.
07.02.06	The T&A system must support the collection of labor distribution hours based on the accounting classification code structure defined in the JFMIP Core Requirements document.		1) Create or select T&A activities for recording data collected for labor distribution hours based on the accounting classification code structure defined in the JFMIP Core Requirements document; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the T&A data.

07.02.07	The T&A system must provide capabilities for the collection of time and attendance data on a pay period basis, e.g., daily, weekly, biweekly, semi-monthly, and/or monthly basis.		1) Create or select T&A activities to record collection of data on a daily pay period basis; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the data on a daily pay period basis.
			1) Create or select T&A activities to record collection of data on a weekly pay period basis; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the data on a weekly pay period basis.
			1) Create or select T&A activities to record collection of data on a biweekly pay period basis; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the data on a biweekly pay period basis.
			1) Create or select T&A activities to record collection of data on a semi-monthly pay period basis; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the data on a semi-monthly pay period basis.
			1) Create or select T&A activities to record collection of data on a monthly pay period basis; 2) Create or select action(s) to record the collected data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the data on a monthly pay period basis.
07.02.08	The system must calculate and adjust weekly, biweekly, or pay period hours based on FLSA, Title 5, and other statutory and regulatory requirements.		1) Create or select records for processing T&A action(s) to record hours for calculation and adjustment on a weekly pay period basis; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly processed the adjustment of the weekly pay period hours.
			1) Create or select records for processing T&A data to record hours data for calculation and adjustment on a biweekly pay period basis; 2) Create or select action(s) to calculate and adjust the record; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the adjustment of the biweekly pay period hours.
			1) Create or select records for processing T&A data to record hours data for calculation and adjustment on a pay period basis; 2) Create or select action(s) to calculate and adjust the record; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the adjustment of the pay period hours.
07.02.09	The T&A system must accept time and attendance data through various processing modes e.g., automated time entry or internet.		1) Create or select various T&A activities for input directly into the T&A system; 2) Create or select action(s) to directly input the T&A data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the data
			1) Create or select various T&A activities for processing; 2) Create or select action(s) to access the internet; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select input action(s) to input T&A data into the system through the internet; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system correctly processed the data.
07.02.10	The T&A system must support the correction of current- and prior-pay period time and attendance records.		1) Create or select T&A action(s) for correction of current pay period data; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the correction.
			1) Create or select T&A action(s) for correction of prior pay period data; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly processed the correction.
07.02.11	The T&A system must collect data on employees who work temporarily in other or multiple pay classifications.		1) Create or select T&A action(s) to record data for employee(s) who work in temporary classification(s); 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly collected recorded the data.
			1) Create or select T&A action(s) to record data for employee(s) who work in other classification(s); 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly collected recorded the data.

07.02.12	The T&A system must be able to capture data in days, fractions of hours, or other units of measure as required.		1) Create or select T&A actions for processing data captured in days, fractions of hours and/or other units of measure; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Create or select action(s) to record the T&A data in other units of measure; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly captured the data.
07.02.13	The T&A system must generate reports to monitor T&A data.		1) Create or select T&A report(s) for generation; 2) Create or select action(s) to produce the report(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report(s); 6) Verify the reports generated are correct; 7) Verify the T&A data can be monitored with reports generated.
07.02.15	The T&A system must be able to receive electronic or other appropriately, documented approvals from authorized approving officials, and then release data for further system processing.	This is subsequent to the first level supervisor approval.	1) Create or select T&A record(s) submitted for approval and release by authorized approving officials for processing; 2) Create or select action(s) to approve the T&A records; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the record(s) were correctly approved; 7) Create or select action(s) to release the record for further system processing; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 11) Verify the system released the record for further processing.
07.02.17	For a T&A system, a single automated code may be entered by the supervisor to approve the information contained in the file, provided that the data elements itemized in paragraph 020205, DoD FMR Vol. 8, Chapter 2, are contained in the file.		1) Create or select T&A record(s) to be approved by the supervisor for processing; 2) Create or select action(s) to approve the T&A information using a single automated code; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly approved the record and the data elements itemized are contained in paragraph 020205, DoD FMR, Vol 8, Ch 2.
07.02.19	For a T & A system an electronic authorization may be entered by the supervisor to approve the information contained in the file, provided that the data elements itemized in DoDFMR, Volume 08, Chapter 02 paragraph 020402 are contained in the file.		1) Create or select T&A record(s) to be approved by the supervisor for processing; 2) Create or select action(s) to approve the T&A information using a single automated code; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly approved the record and the data elements itemized are contained in paragraph 020402, DoD FMR, Vol 8, Ch 2.
07.02.20	The T&A system must determine premium pay entitlements based on schedule tour, actual hours worked and leave data.	Schedule tour is the pre-requisite for both scenarios.	1) Create or select individual(s) with premium pay entitlements action(s) for processing; 2) Create or select action(s) to process the premium pay data action(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system determined premium pay entitlements based on scheduled tour, actual hours worked and leave data and the information is correct and accurate.
07.02.21	The system must accumulate labor and cost information for use in budgeting and controlling costs; performance measurement; determining fees and prices for services; assessing programs; and management decision making. Labor costs are an integral part of determining and doing business.		1) Determine specific labor cost information action(s) needed for processing; 2) Create or select action(s) to generate a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system maintains such cost information.
07.02.22	The system must accumulate work units by cost object (e.g., organization and activity), and responsibility center and be provided to other systems performing cost accounting functions.		1) Create or select T&A work units; 2) Create or select action(s) to produce a report/query of the work units by cost object (e.g., organization and activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly accumulated the work units; 7) Create or select action(s) to produce an output file; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce an output file; 11) Verify the system produce the file and transmitted the information to other systems performing cost accounting functions.
07.02.23	To support time and attendance processing, the T&A system must edit T&A data at the earliest time to ensure that the data are complete, accurate, and in accordance with legal requirements.		1) Create or select T&A record(s) for processing; 2) Determine T&A edits for processing; 3) Create or select action(s) to edit the T&A record; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly performed the edits and the corrections made were accurate.
3: Leave Processing			
07.03.02	The payroll system automatically convert leave taken in excess of available balance, based upon an established leave priority policy. When appropriate, provide for management review (e.g., to determine advance, leave without pay, or absence without leave).		1) Determine the policy for exceeding the leave balance; 2) Create or select T&A record(s) for processing; 2) Create or select document(s) for leave taken that will put the T&A record(s) in an excess leave status after processing; 3) Create or select action(s) to process the leave document(s); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/file; 7) Verify the report/file shows the system converted the excess leave in accordance with the policy.
07.03.03	For each pay period, the payroll system must accrue each type of leave to which an employee is entitled, including partial accruals and carryovers. Special accrual rules for employees using donated leave, etc., must be accommodated.		1) Determine the applicable types of leave(s) available within the T&A system to include donated leave for processing; 2) Create or select action(s) to produce a report/query/file showing T&A record(s) leave information for a prior pay period; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Create or select action(s) to produce a report/query/file showing T&A record(s) leave information for the current pay period; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce both reports/queries/files; 10) Compare the reports/queries/files and verify the results show the leave accrues (to include donated leave) for each type of leave available within the system and the leave balances are correct.

07.03.04	The payroll system must process variable leave accruals for part-time employees. The accruals shall be based on actual hours in a pay status.		1) Determine the leave accrual policy and calculation for part-time employees based on actual hours in a pay status; 2) Create or select a part time employee(s) T&A record for processing; 3) Create or select a leave document for processing against the record(s); 4) Create or select action(s) to process the document; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify report/query shows the system computes the leave accrual based on the actual hours worked in a pay status and the information is correct and accurate.
07.03.05	The payroll system must determine compensatory time or credit hours to be forfeited or paid as appropriate based on predetermined elapsed time limits; maximum carry over limits; and maximum earning ceilings.		1) Determine the compensatory time and credit hours to be paid or forfeited policy at the end of a required time period (i.e., pay period calendar year, employee transfer or termination, etc); 2) Create or select T&A record(s) that require payment of compensatory time and credit hours; 3) Create or select transaction(s) to process the actions; 4) Process the transaction(s); 5) Produce a report/query/file; 6) Verify the report/query/file shows the system projects the compensatory time and credit hours that will be paid in accordance with the applicable policies and are correct and accurate.
			1) Determine the compensatory time and credit hours to be paid or forfeited policy at the end of a required time period (i.e., pay period calendar year, employee transfer or termination, etc); 2) Create or select T&A record(s) that require forfeiture of pay for compensatory time and credit hours; 3) Create or select transaction(s) to process the action(s); 4) Process the actions; 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the actions.
07.03.06	The payroll system must maintain detailed audit trail and control data that ensure that all reported leave hours have been processed accurately and that the hours used in pay calculations are correct.	*Question* : What is a control data? *Answer* : The control data is the summary (total) data.	1) Create or select a sample of employee leave data for retrieval; 2) Create or select action(s) to produce an audit trail report/query listing all leave data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the leave data is processed accurately and the pay calculations used are correct and accurate.
07.03.07	The human resources system should provide the capability to track and report pay associated with job-related injury time (continuation of pay (COP)).		1) Create or select a sample of employee records from the Human Resource system that have pay associated with employee job-related injury time; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system can retrieve and track all of the required pay related information and it is correct and accurate.
Combined Scenario for 07.03.08 and 07.03.09			
07.03.08	The payroll system must provide capabilities for fiscal year-end, leave-year- end and calendar year-end processing and forfeitures in accordance with established Government wide and agency guidelines.		1) Create or select individual record(s) to process action(s) for leave forfeiture and carry-over in accordance with established Government wide and agency guidelines; 2) Create or select transaction(s) to perform fiscal year-end processing of the action(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly posted the carry-over and forfeitures.
07.03.09	The payroll system must process leave forfeiture and carryover for each employee.		1) Create or select individual record(s) to process action(s) during leave-year-end and calendar year-end processing of leave forfeitures and carry-over in accordance with established Government wide and agency guidelines; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly posted the carry-over and forfeitures.
			1) Create or select individual record(s) to process action(s) during calendar year-end processing of leave forfeitures and carry-over in accordance with established Government wide and agency guidelines; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly posted the carry-over and forfeitures.
07.03.10	The payroll system must modify leave accruals, and/or balances for employees who change leave systems, or work schedules (i.e., full-time to part-time, etc.)	Scenario 2 comment - "change leave system" means "change in employee status for leave entitlement". This could be due to changing the automated system or being on the same system but having a different policy apply.	1) Create or select individual record(s) to process a change in an employee's work schedule (e.g., from full-time to part-time); 2) Create or select transaction(s) to access the payroll system; 3) Process the transaction(s); 4) Create or select action(s) to process the change action(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system processed the change and the calculated the leave accrual and balance in accordance with the new work schedule.
			1) Create or select individual record(s) to process leave document(s) subject to different leave system; 2) Create or select action(s) to access the payroll system; 3) Process the transaction(s); 4) Create or select action(s) to process the leave document(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system calculates the leave accrual and balances in accordance with the applicable leave system.

07.03.11	The payroll system must process both current period and prior period leave transactions on an effective pay period basis.		1) Create or select leave activities for processing in the current pay period; 2) Create or select action(s) to process the activities; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly updated the leave balances in the current period.
			1) Create or select leave activities for processing in the prior leave period; 2) Create or select action(s) to process the action(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly updated the leave balances in the correct period.
07.03.12	The payroll system must provide capabilities for recomputing leave balances resulting from prior-period hour adjustments or retroactive entitlement changes for each period, subsequent to the effective period of the change in the following period. Such recomputations will be processed in the following order: (1) retroactive entitlement changes, and then (2) prior period hour adjustments.		1) Create or select a record to process entitlement change activities against the same record; 2) Create or select action(s) to process the change activities; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select a prior-period hour adjustment action(s) for processing; 6) Create or select transaction(s) to process the adjustment action(s); 7) Process both transaction(s); 8) Produce a report/query showing the results of the transaction(s); 9) Verify the report/query shows the system processes both transactions in the correct order, as indicated in the FFMR; 10) Verify the system correctly recomputes the leave balance.
07.03.15	The personnel system must maintain leave records that show for each employee or service member: 1) the rate of accrual for each type of leave, 2) the hours or days accrued, used, and available by leave type, 3) any advance leave authorized, including the date through which the leave is authorized, the type of leave advanced, and the total hours or days advanced, 4) any leave received or given under a leave sharing program authorized in 5 USC.6331 et reg., and 5) the number of hours for any leave ceiling, by type of leave.		1) Create or select a sample of employees' leave records; 2) Create or select action(s) to produce a report/query of those records showing all the items listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly lists the items referred to in the FFMR.
07.03.17	The payroll system should process leave for each reported leave type at the end of each effective pay period. Process advances, accruals, and restored leave before usage are applied to the appropriate available balance.		1) Create or select leave actions for each leave type for processing at the end of a pay period; 2) Create or select transaction(s) to process the different leave actions; 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system processes advances, accruals and restores leave before usages; 6) Verify the system processes such transactions at the end of the current period .
07.03.19	Upon termination of an employee from federal employment, the payroll system must offset the dollar amount of advanced-leave balances (computed at the rate of pay in effect when the leave was taken) against the dollar amount of earnings for pay period of separation and any unused annual leave (based on the current pay rate) and calculate indebtedness for leave advances upon separation and accommodate requests for waiver of collections for leave advances.		1) Create or select employee(s) with advanced leave for processing; 2) Create or select transaction(s) to access the payroll system; 3) Process the transaction(s); 4) Create or select termination action(s) for that employee for processing; 5) Create or select transaction(s) to process the action(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly calculates and offsets the advanced leave balance; 8) Create or select transaction(s) to process a request for waiver transaction; 9) Process the transaction(s); 10) Produce a report/query; 11) Verify the report/query shows the system correctly processed the waiver transaction.
07.03.21	The human resources/payroll system must process leave accrual units for special category employees, e.g., firefighters, etc.		1) Create or select special category employee(s) T&A record(s) for processing; 2) Create or select action(s) to calculate leave accrual action(s) for processing; 3) Create or select action(s) to access the Human Resource/Payroll System; 4) Process the transaction(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly calculates the leave accrual and balance.
07.03.22	To support leave processing, the payroll system must offset advanced sick leave balance against subsequent pay period accruals of sick leave.		1) Create or select a T&A record(s) for processing; 2) Create or select sick leave action(s) for an employee with advanced sick leave for processing; 3) Create or select transaction(s) to access the Human Resources/Payroll System; 4) Process the transaction(s); 5) Create or select transaction(s) to process the action(s); 6) Process the transaction; 7) Produce a report/query; 8) Verify the report/query shows the system correctly calculates and offsets the advanced sick leave balance.

4: Payroll Withholdings/Deductions Processing

07.04.01	The payroll system must provide data to establish receivables or follow up on types of leave that may result in an employee indebtedness, including health insurance premiums for employees on approved leave without pay and certain jury duty fees while on court leave.		1) Create or select an employee(s) on approved leave without pay for two pay periods for processing; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system maintains all pertinent information to establish a receivable; 7) Verify the system creates an output file with the receivable data to interface with General Ledger.
07.04.02	The payroll system must provide for percentage computation of deductions that are subject to annual or regulatory limits (e.g., the current rate for Federal taxes on supplemental payments, Thrift Savings Plan (TSP) contributions, and Social Security taxes).		1) Create or select action(s) to process Leave and Earning Statement(s) (LES); 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query showing the LES data; 5) Verify the report/query shows the system percentage computation of deductions and regulatory limit data accurately computed the information from the LES and it is correct and accurate.

07.04.04	The payroll system must calculate the following deduction types for each employee: 1) Mandatory deductions (e.g., retirement, Federal, state, local, and FICA taxes), 2) Voluntary deductions (e.g., state and local taxes for multiple taxing authorities, life insurance, health insurance, thrift savings deductions, allotments, bonds, and pre-tax deductions for transportation benefits), and 3). involuntary deductions (e.g., IRS levies, garnishments, and administrative debt collections).		1) Create or select an employee(s) payroll record(s) with different types of deductions as indicated in the FFMR; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculates and processes those deductions.
07.04.05	The payroll system must provide the capability to handle deductions that apply to various pay periods and/or have specified limitations, e.g., garnishment pay-off amount.		1) Create or select a garnishment(s) deduction document for processing; 2) Identify the garnishment deduction criteria and the amount of the deduction; 3) Create or select action(s) to process the garnishment transaction(s); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system processed the deduction correctly in accordance with the specific criteria and will terminate the deduction upon satisfaction of the debt.
07.04.06	The payroll system must adjust taxable gross pay by deducting untaxed items (e.g., thrift saving deductions) and civil service retirement annuity offsets.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select document(s) for untaxed item(s) action(s) to be processed; 3) Create or select action(s) to process the untaxed item(s) against the payroll record(s); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system accurately deducts the untaxed items from the gross pay prior to calculating the taxes.
07.04.08	The payroll system must pro-rate insurance premium deductions for part-time, seasonal, and applicable accessions and separating employee using the daily pro-ration rule.		1) Create or select employee(s) payroll record(s) for processing part-time, seasonal, applicable accessions, and separating employees insurance data; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculated and posted the insurance premium deductions based on the daily pro-ration rule.
07.04.09	The payroll system must accelerate deductions for employees paid an annual salary in less than one year (e.g., teachers).		1) Create or select an employee(s) payroll record(s) for processing where the actual time period worked is less than a year and the employee's annual salary is paid over the actual time period worked; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculates the annual deductions over the actual time period worked.
07.04.12	The payroll system must subtract deductions calculated in the order of precedence specified by OPM or other laws and regulations, while ensuring that net pay is not negative. Follow appropriate rules for taking no deductions within a priority level or partial deductions, if allowed.		1) Create or select an employee(s) payroll record(s) with various types of deductions; 2) Create or select action(s) to produce a report/query of the payroll record(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system subtracts deductions in the order specified by OPM.
			1) Create or select an employee(s) payroll record(s) where the total deductions exceed the gross pay amount; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system subtracts no deductions or partial deductions in the order specified by OPM to ensure the net pay is not negative.
07.04.13	The payroll system must determine when a bond may be issued, given its type, denomination per pay deduction and balance from previous pay deductions.		1) Create or select an employee(s) pay record(s) for processing; 2) Create or select bond action(s) for processing over consecutive pay periods; 3) Determine the amount of deduction per pay period for the bond; 4) Create or select action(s) to process the bond; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce the report/query; 8) Verify the report/query shows the system processed the bond deductions over the consecutive pay periods until the issue value is reached; 9) Identify the procedures for issuance of the bonds.
07.04.14	The payroll system must deduct some items in every pay period and others in selected pay periods only. e.g., discretionary allotments.		1) Create or select employee(s) pay record(s) for processing; 2) Create or select deduction action(s) for collection over consecutive pay periods; 3) Create or select transaction(s) to process the deduction action(s) over consecutive pay periods ; 4) Process the transaction(s); 5) Produce report/query; 6) Verify the report/query shows the system correctly processes the deductions over the consecutive pay periods.
			1) Create or select employee(s) pay record(s) for processing; 2) Create or select deduction action(s) for collection over selected pay periods only (e.g., discretionary allotments); 3) Determine the pay periods for deduction; 4) Create or select transaction(s) to process the deduction action(s) over the selected pay periods; 5) Process the transaction(s); 6) Produce report/query; 7) Verify the report/query shows the system correctly processes such deductions in the selected pay periods.

07.04.15	The payroll system must offset the dollar amount of other receivables owed the agency against earnings for pay period of separation or, if applicable, lump sum payments.	*Question* : Is the lump sum payment being paid by the employee or the employer? *Answer* : By employer; lump sum payment is misleading. The scenario stands as written.	1) Create or select an employee(s) pay record(s) showing the employee(s) is indebted to the an agency; 2) Create or select action(s) to separate the employee(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system offsets the amount owed the agency against the earnings for the pay period of the separation.
			1) Create or select an employee(s) pay record(s) showing the employee is indebted to an agency; 2) Create or select action(s) to pay the employee a lump sum payment; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system offsets the amount owed the agency against the lump sum payment.
07.04.22	The payroll system must be able to determine, when garnishing for multiple court-ordered alimony and/or child support, if funds are sufficient to pay the garnishment orders. If earnings are not sufficient for all these payments, the garnishments filed earliest are withheld first.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select alimony and child support garnishment deduction action(s) for processing; 3) Identify the total garnishment amount and garnishment filing date; 4) Create or select transaction(s) to process the garnishment deduction actions; 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system processed the deductions in order of filing date.
07.04.23	The payroll system must be able to determine, when garnishing for both court-ordered alimony and child support, if funds are sufficient to pay both ordered in a single garnishment. If earnings are not sufficient for both, a proportionate share should be provided to each to the extent gross pay is available.		1) Create or select an employee(s) payroll record(s) for processing that does not have sufficient funds available for collection of both garnishment for alimony and child support; 2) Create or select a single garnishment deduction action(s) for processing that includes alimony and child support; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system performed a proportionate deduction from the gross pay amount available.
07.04.24	When a bankruptcy court orders that a certain amount of net pay shall be paid an employee regardless of deductions, the payroll system must deduct the amount of net pay from gross pay first. Any remaining deductions shall then be withheld in accordance with "DoDFMR," Volume 08, Chapter 04, 040201 and 040202.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select a court order stipulating a certain amount of net pay shall be paid an employee regardless of deductions; 3) Create or select action(s) to process the court order; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system provides the employee with the ordered net pay; 8) Verify the system subtracts the required deductions in the order specified to the limit of remaining funds.
07.04.27	The payroll system must compute the maximum variable deductions for levies, garnishments, and/ or offsets based on appropriate limitations of each type of deduction.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select variable deduction action(s) that would exceed its limitation; 3) Create or select transaction(s) to process action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the amount of the deduction does not exceed the appropriate limitation.
07.04.29	The payroll system should ensure that leave without pay (LWOP), furloughs for retirement, Office of Workers Compensation Program (OWCP), education, and military purposes is separately designated and does not affect Within Grade Increase (WGI), etc.		1) Create or select employee(s) payroll record(s) with one or more types of listed situations in the FFMR for processing; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system does not change the anniversary date for WGI.
07.04.31	The payroll system must electronically compare leave, benefits, and payments, for adjusted time and attendance data with prior period data and automatically compute differences.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select prior period leave, benefits, and payments time and attendance data action(s) for processing; 3) Create or select action(s) to produce a report/query of the data; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Create or select adjustment transactions for the same data; 7) Process the adjustments transactions in the current period; 8) Produce a report/query; 9) Verify the current report/query data shows the system accurately adjusts and updates the leave, benefits, and payment balances from the prior period.

5: Computing Gross Pay

07.05.01	The payroll system must process both current period and prior period adjustments as an integral part of the payroll cycle.		1) Create or select a prior period gross pay adjustment action(s) for processing; 2) Create or select a current period gross pay adjustment action for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the adjustment transactions; 5) Produce a report/query; 6) Verify the report/query shows the system accurately updates the gross pay amount for both transactions.
07.05.04	The payroll system must compute pay for various types of employees, e.g., firefighters, law enforcement officers, emergency medical technicians, teachers, etc.		1) Determine the different pay scales for various types of employees (i.e., firefighters, law enforcement officers, emergency medical technicians, etc.) 2) Create or select employee(s) payroll record(s) for processing using the different pay scales; 3) Create or select transaction(s) to process gross pay action(s) for each pay scale; 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accurately computes and pays the appropriate pay for each scale.
07.05.05	The payroll system must (1) compute employee earnings for partial pay periods when entitlement dates do not coincide with the pay period's beginning and ending dates		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select gross pay action(s) to process against a partial pay period; 3) Create or select transaction(s) to process the gross pay action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report query shows the system accurately computes the gross pay amount for the partial pay period.

07.05.05	entitlement dates do not coincide with the pay period's beginning and ending dates, and (2) process earnings adjustments on a begin-date/end-date basis.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select earnings adjustment action(s) to process against in a partial pay period; 3) Create or select transaction(s) to process action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report query shows the system accurately processed the earnings adjustment for the partial pay period.
07.05.06	The payroll system must calculate pay at the end of each period after properly authorized inputs have been received from the Time and Attendance Processing Function, and after personnel action processing is completed.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select personnel actions) for input into the payroll system; 3) Create or select transaction(s) to process the action(s); 4) Create or select action(s) to receive input data from the T&A system; 5) Create or select the transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Create or select action(s) to process the imported data into the payroll system; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 9) Produce a report/query; 10) Verify the report/query shows the payroll system accurately computes the pay amount.
07.05.07	The payroll system must calculate overtime based on FLSA or Title 5 requirements.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select an authorized overtime action(s) for processing; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly computes the pay amount based on FLSA or Title 5 requirements.
07.05.08	The payroll system must calculate current and/or retroactive adjustments for allowances, premiums and differentials as defined by law or regulation. These may be set dollar amounts or computed as a percentage of pay, applying caps or other limitations when applicable.		1) Determine the basis for differentials, premiums, and allowances (i.e., set dollar amount or percentage of pay); 2) Create or select various employee(s) payroll record(s) with differentials, premiums, and allowances action(s) for processing; 3) Create or select adjustment transactions to process the action(s); 4) Process the adjustment transactions; 5) Produce a report/query; 6) Verify the report/query shows the system accurately calculates the gross pay amount.
07.05.10	The payroll system must accommodate information requirements to support supplemental pay actions and recertified checks.		1) Determine the information needed for supplemental pay and recertified check issuance; 2) Create or select an employee(s) pay record(s) for processing; 3) Create or select supplemental pay and or recertified check issuance action(s) for processing; 4) Create or select transaction(s) to process the action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system accommodates information requirements for supplemental pay actions and recertified checks.
07.05.12	The payroll system must not allow a single lump-sum pay advance that exceeds three months' net pay for those employees authorized a permanent change of station to a foreign area.		1) Create or select an employee(s) payroll record(s) for processing a permanent change of location action(s) to a foreign area; 2) Create or select an advance pay action(s) for processing; 3) Compute the advance pay using 3 months gross pay less deduction and entitlements; 4) Create or select transaction(s) to process the advance pay action(s) and to collect over a specified prorated pay period of time (i.e., 12 pay periods, 24 pay periods, etc. (not to exceed 26 pay periods)); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system will collect the advance pay over the specified prorated period.
			1) Create or select an employee(s) payroll record(s) for a permanent change of location action(s) to a foreign area; 2) Create or select an advance pay action(s) for processing; 3) Compute the advance pay using 3 months gross pay less deduction and entitlements; 4) Create or select transaction(s) process the advance pay action(s) to collect the advance pay as a lump sum from one pay period; 5) Process the transaction(s); 6) Verify the system rejects the transaction and does not collect the advance pay in lump sum.
07.05.13	The payroll system must limit repayments of salary advances to civilians being made by payroll deduction to a maximum of 26 pay periods.		1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select action(s) for a salary advance repayment processing; 3) Create or select transaction(s) to process the action(s) over more than 26 pay periods; 4) Process the transaction(s); 5) Verify the system reject the attempt the system rejects such action.
07.05.14	When an employee separates or transfers, the outstanding balance of a payroll advance shall be due in full. The payroll system must ensure advances of pay are recoverable from the employee or the employee's estate by deduction from accrued pay, amount of retirement credit, other amounts due the employee from the government, or by other methods as provided in DFAS Regulation Number 005.	For separation see 07.04.15.	1) Create or select an employee(s) pay record(s) for processing separation action(s); 2) Create or select a salary advance action(s) for lump sum collection upon separation; 3) Create or select transaction(s) to process the action(s) to collect the lump sum salary advance in full from the final payment to the employee(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system will collect the salary advance in full as a lump sum collection.
07.05.15	The payroll system must provide the capability to allow additional payments on an advance when circumstances warrant and the employee has not received the full amount of the maximum advance consistent with the employee's pay grade.		1) Create or select an employee(s) payroll record(s) that has already received a salary advance for less than the full amount for a permanent change of location to a foreign area; 2) Create or select a second advance pay action(s) for processing; 3) Compute the advance pay using 3 months gross pay less previous advance paid, deduction and collections; 4) Create or select transaction(s) to process the advance pay action(s) to collect over a specified prorated pay period of time (i.e., 12 pay periods, 26 pay periods, etc. (but not to exceed 26 pay periods)); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system accepts the additional advance pay and will collect over the specified prorated period.
07.05.20	The payroll system must prohibit employees and service members engaged in civil payroll functions from maintaining or servicing their own payroll and personnel records.		1) Create or select an employee(s) payroll record(s) for processing who performs civil payroll functions; 2) Create or select a payroll action(s) for the employee to input; 3) Create or select transaction(s) for the employee to process the action(s); 4) Process the transaction(s); 5) Verify the system rejects such action.

07.05.23	To support pay processing, the payroll system must perform statutory limit and reasonableness tests on gross pay.	1) Create or select an employee(s) payroll record(s) for processing; 2) Determine the statutory limit on gross pay; 3) Create or select a gross pay action(s) for processing that exceeds the statutory limit; 4) Create or select transaction(s) to process the action(s); 5) Process the transaction(s); 6) Verify the system rejects such attempt; 7) Determine the reasonableness validation procedures and verify such procedures are in place.
07.05.24	The payroll system must compute gross pay as the sum of each rate of pay times the number of units related to it, minus retirement annuity offsets, if applicable, plus all appropriate allowances and/or other gross pay components.	1) Create or select an employee(s) payroll record(s) for processing; 2) Identify all the gross pay components, annuity offsets, deductions and collections applicable to the system; 3) Create or select a gross pay transaction(s) for processing; 4) Process the transaction(s); 5) Produce a report/query of the gross pay transaction(s); 6) Verify the report/query shows the system correctly calculates the net pay amount by subtracting the annuity offsets, deductions and collections from the gross pay amount.
07.05.25	The payroll system must classify and total deductions, subtract total deductions from gross pay, and apply formulas or utilize tables to determine employer contributions required for certain payroll taxes and benefits.	1) Create or select a variety of employee(s) payroll record(s) for processing (e.g., full-time and part-time employee(s)); 2) Create or select gross payroll action(s) for processing; 3) Create or select transaction(s) to process the gross pay action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system classified and totaled the deductions from the gross pay and used formulas and/or tables to determine employer contributions required (e.g., certain payroll taxes and benefits).
07.05.26	The payroll system must process and compute pay and deductions for multiple positions under different appointment authorities, and different pay, leave, and benefit entitlements.	1) Create or select an employee(s) payroll record(s) with multiple positions under different appointment authorities and different entitlements for processing; 2) Identify all the gross pay components and deductions applicable to the employee; 3) Create or select payroll action(s) involving all the gross pay components and deductions for processing; 4) Create or select transaction(s) to process the action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly determined the net pay by calculated all gross pay amount(s) and subtracting the appropriate annuities, deductions, and collections.
07.05.27	The payroll system must support retirement calculations for all categories of employees under all applicable retirement programs to the agency.	1) Create or select an employee(s) payroll record(s) for processing; 2) Determine the applicable retirement plan(s) categories for the employee(s); 3) Create or select action(s) to produce a report/query; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly calculates all the all categories of retirement.
6: Payroll Processing and Distribution		
07.06.01	The payroll system must process prior period, current, and future period pay actions, based on effective dates.	1) Create or select a variety of employee(s) payroll record(s) for processing; 2) Create or select payroll action(s) that will effect prior period, current period, and future period pay actions; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system processed all of the transactions correctly.
07.06.09	The payroll system must support payroll adjustments and regular calculations that cross fiscal and/or calendar years, and provide needed information to the core financial and other information systems.	1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select payroll adjustment action(s) that crosses fiscal year-end; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed each part of the action in the correct period; 7) Verify the system can produce an output file with all the pertinent payroll information for transfer to the Core financial and other systems. 1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select payroll adjustment action(s) that crosses calendar year-end; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed each part of the action in the correct period; 7) Verify the system can produce an output file with all the pertinent payroll information for transfer to the Core financial and other systems.
07.06.10	The payroll system must record gross pay, deductions, and net pay while generating information to update other functions and systems, including the standard general ledger maintained in the Core Financial System.	1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select gross T&A payroll action(s) for processing; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculates the net pay by subtracting the annuities, deduction, and collections from the gross pay; 7) Verify the system can produce an output file with all the pertinent payroll information for transfer to the Core Financial and other systems.
07.06.11	The payroll system must allow employees to update personal information, at the employee's discretion, e.g., tax withholding information, savings bond information, electronic funds transfer information, and allotments.	1) Create or select an employee(s) payroll record(s) for update of information action(s) by the human resource and payroll system personnel; 2) Create or select personal information action(s) received from the employee(s) for input into and update of the payroll system (e.g., W4 Tax Withholding information, Savings Bonds, allotments, etc.); 3) Create or select transaction(s) to process the action(s) into the human resource and payroll system; 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/file/query shows both system correctly processed the update transactions. 1) Create or select an employee(s) payroll record(s) for processing to update information action(s) by the employee(s); 2) Create or select transaction(s) for an employee(s) to access the system; 3) Process the transaction(s); 4) Create or select personal information action(s) for input into and update of the payroll system (e.g., W4 Tax Withholding information, Savings Bonds, allotments, etc.) by the employee(s); 5) Create or select transaction(s) to process the action(s); 6) Verify the system allows the employee to access the system and update their personal information.

07.06.13	The payroll system must be able to generate payment for severance pay, not exceeding the amount authorized for each employee, on a pay period basis and provide for Department of Defense employees, the option of a lump sum payment.		1) Create or select Department of Defense employee(s) payroll record(s) for processing lump sum severance payment; 2) Create or select action(s) to process the severance pay action(s); 3) Create or select transaction(s) to process the transaction(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculated the amount of the lump sum severance payment.
			1) Create or select an employee(s) payroll record(s) for processing of severance payment on a pay period basis; 2) Create or select severance pay action(s) for processing; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculated the amount of the severance payment on a pay period basis.
07.06.14	The payroll system must make electronic funds transfer payments as well as other methods of payments, including off- cycle and third party payments.	The second phrase in the FFMR, "other methods of payments", refers to payment via check or cash.	1) Create or select an employee(s) payroll payment(s) for processing; 2) Create or select action(s) to submit the output file for processing of the payment via Electronic Fund Transfer (EFT); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system will allow processing of the payment by EFT.
			1) Create or select an employee(s) payroll payment(s) for processing; 2) Create or select action(s) to submit the output file for processing of the payment by check; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system will allow processing of the payment by check.
			1) Create or select an employee(s) payroll payment(s) for processing; 2) Create or select action(s) to submit the output file for processing of the payment to be paid by cash; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system will allow the processing of the payment by cash.
			1) Create or select an employee(s) payroll record(s) for processing; 2) Create or select off-cycle and third party payments action(s) for processing; 3) Create or select transaction(s) to process the payment action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accurately processes such payments.
07.06.16	The payroll system must be able to generate payments to the beneficiaries of employees owed unpaid compensation.		1) Create or select a deceased employee(s) payroll record(s) for processing; 2) Create or select action(s) to process unpaid compensation due to a beneficiary; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system pays the beneficiary the unpaid compensation.
07.06.22	The payroll system must generate employee earnings statements detailing the compositions of gross pay, deductions, net pay for the current pay period and year to date (electronic and copies).		1) Create or select employee(s) payroll record(s) for processing; 2) Create or select action(s) to generate a Leave and Earning Statement (LES); 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce the employee(s) LES's; 6) Verify the LES's contain all pertinent pay information as listed in the FFMR.
07.06.24	The payroll system must maintain data that is reconciled to pass to the Core financial system and cost accounting modules to update fund balances with Treasury and other assets, expense and liability accounts, appropriations and other cost centers for the payroll, including employer contributions.	The reconciled data is that produced in FFMR 07.05.22.	1) Create or select action(s) that will produce reconciled data maintained in the system for transfer to the Core Financial system and Cost Accounting module; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system produce the reconciled data that updates fund balances with the Treasury and other assets, expense and liability accounts, appropriations and other cost centers for the payroll, including employer contributions.
07.06.25	The payroll system must make information available to other functions, to generate internal and external payroll reports not created directly in the Pay Processing function.		1) Determine the information needed for other internal and external payroll reports (e.g., reports required by the US Treasury, IRS, SSA, DoL, OPM, OMB, DHHS, and state and local authorities); 2) Create or select a transaction(s) that will generate the information; 3) Process the transaction(s); 4) Produce the report(s); 5) Verify the report(s) generated show the system can provide internal and external information.
07.06.26	The payroll system must maintain each pay record by the pay period in which it was calculated and by the pay period to which it applies (the effective pay period).		1) Create or select employee(s) payroll record for review; 2) Create or select Input action(s) that will generate payroll history information by pay period; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query for several pay periods; 6) Verify the report/query shows the system correctly produces the information by the pay period for which it applies.
07.06.28	The payroll system must produce all reports and vouchers necessary to recognize payroll expenses, establish related receivables, and disburse all related payments. It must also produce supporting detail registers or subsidiary ledgers.		1) Determine and identify all the necessary payroll related ledgers, registers, reports and vouchers; 2) Create or select actions to generate the documents; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the documents; 6) Verify the documents contain applicable payroll expenses, related receivable, and payment information.
07.06.29	The payroll system must produce managerial reports to facilitate monitoring of human resources costs, leave authorizations, and personnel actions by human resources/payroll staff members and by operational supervisors or managers.		1) Determine managerial accounts for HR and Payroll personnel; 2) Create or select action(s) to generate the required accounts; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system can generate required HR and Payroll managerial reports that contain all pertinent information.
07.06.31	The payroll system must provide for tax deduction reporting and reconciliation, as well as correction processing. These functions should be available for each tax authority (federal, state, local).		1) Create or select action(s) to perform tax deduction reporting, reconciliation, and correction processing procedures for federal, state and local tax authorities; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system correctly provides the tax information for federal, state, and local tax authorities.

07.06.32	The payroll system must derive summary totals for earnings, deductions, contributions, and paid hours for internal control purposes and to facilitate reconciliation.		1) Create or select action(s) to produce multiple levels of summary totals for earnings, deductions, contributions, and paid hours; 2) Create or select transaction(s) to process the action(s); 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system contains sufficient details for reconciliation purposes and the summary totals are correctly calculated.
07.06.35	The payroll system must accommodate information requirements for accounting transactions for accruals of pay and benefits during the year. This process is to provide for accruing and reversing accounting information relative to pay and benefits based on posted time, scheduled tours, and partial pay period computations.		1) Identify information requirements for accounting transactions for accruals of pay and benefits (e.g., posted time, scheduled tour, and partial pay period computations); 2) Create or select action(s) to execute the payroll accrual process; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly accrues and reverses for pay and each applicable type of benefit on a pay period basis.
07.06.36	The payroll system must provide a means for correcting accounting transactions for an employee for one or more past pay periods. The correction should also generate adjusting accounting transactions to reverse the improper charges and record the correct ones.		1) Create or select pay record(s) with one or more past pay period errors for processing; 2) Create or select accounting correction action(s) to correct the pay period; 3) Create or select transaction(s) to process the action(s); 4) Process the accounting transaction(s); 5) Produce report/query; 6) Verify the report/query shows the system processes the accounting corrections and verify the system generates the correct adjusting accounting transactions.
07.06.37	The payroll system must notify agency payroll and personnel office staff of incorrect or missing data.		1) Create or select employee(s) pay record(s) for processing that contains incorrect and missing data; 2) Create or select a action(s) that will generate a notification of the incorrect or missing data; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system provides an error notification.
07.06.40	The payroll system must provide a report for health benefit deductions not taken (e.g., for an employee on leave without pay).		1) Create or select employee(s) a pay record(s) for processing health benefit deductions not taken for an employee on leave without pay; 2) Create or select a action(s) that will generate a report for health benefit deductions; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report shows the system will generate a report showing health benefits deductions not taken.
07.06.41	The payroll system must provide a report of employee debt, caused by prior-period adjustments or current-period computation, to be used in administrative collection.		1) Create or select a employee(s) pay record(s) for processing with employee debt for administrative collection; 2) Create or select action(s) that will generate a report of employee debt; 3) Create or select transaction(s) to process the selected action(s); 4) Process the action(s); 5) Produce the report; 6) Verify the report shows the system correctly shows the employee debt information to be used in administrative debt collection.
07.06.42	The payroll system must provide an output matrix of reports that describes a report by its title, purpose, frequency, distribution level, and the media used to distribute.		1) Create or select transaction(s) to access the system; 2) Process the transaction(s); 3) Determine and identify all the reports generated by the system; 4) Create or select action(s) to generate a matrix listing of the reports in the format described in the FFMR; 5) Create or select transaction(s) to process the action(s); 6) Process the transaction(s); 7) Create or select transaction(s) to produce the matrix; 8) Process the transaction(s); 9) Produce the matrix; 10) Verify the matrix shows the system identifies all the reports.
07.06.46	The payroll system must generate reports at specific time intervals or upon request, including reports that span fiscal years, calendar years, or other time periods.	Use the matrix produced in 07.06.42.	1) Create or select transaction(s) to access the system(s); 2) Process the transaction(s); 3) Determine and identify all the reports that can be generated for specific time intervals or upon request; 4) Create or select action(s) to generate reports that span fiscal years, calendar years, or other time period; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce the report(s); 8) Verify the report(s) show the system generated the correct reports for the time intervals specified.
07.06.47	The payroll systems user outputs produced must include all vouchers and reports necessary to recognize payroll expenses and authorize related disbursements.		1) Create or select transaction(s) to access the system(s); 2) Process the transaction(s); 3) Determine and identify the user outputs used to generate disbursement vouchers; 3) Create or select a action(s) to produce a disbursement voucher; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the disbursement voucher; 7) Verify the disbursement voucher generated by the system is correct.
			1) Create or select transaction(s) to access the system(s); 2) Process the transaction(s); 3) Determine and identify the user outputs used to generate payroll expense report(s); 4) Create or select a action(s) to produce an expense report(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce the report(s); 8) Verify the report(s) shows the system correctly recognizes payroll expenses.
07.06.51	The payroll system must be able to accept data from multiple media that recognizes the unique data input requirements of interface systems.		1) Create or select data input file(s), in various media formats, for processing; 2) Create or select transaction(s) to access the system(s); 3) Process the transaction(s); 4) Create or select action(s) to convert and process the input files; 5) Create or select transaction(s) to process the transaction(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system properly converted the files to the system's own format.
07.06.52	The payroll system must subject all transactions from interfacing systems to the payroll system edits, validations, and error-correction procedures.		1) Determine and identify the system(s) standard edit, validation and error correction requirements; 2) Create or select incoming data input file(s) that contain errors; 3) Create or select transaction(s) to access the system(s); 4) Process the transaction(s); 5) Create or select action(s) to convert and process the input files; 6) Create or select transaction(s) to process the selected transaction(s); 7) Process the transaction(s); 8) Produce an error output file/report/query; 9) Verify the error output file/report/query shows the system the properly detected the errors.

07.06.54	The payroll system must be able to identify and process transactions that enter and update the standard human resources/payroll system from other systems.		1) Create or select data input file(s), in various media formats, for processing; 2) Create or select transaction(s) to access the system(s); 3) Process the transaction(s); 4) Create or select action(s) to convert and process the input files; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the transactions update the system correctly.
07.06.57	The payroll system must allow users to customize output for reporting and providing interfaces to other systems necessary to meet agency requirements for external processing (e.g., retirement processing, general ledger posting, budget formulation, budget reconciliation, and budget execution).	The phrase "users" refers to any authorized person.	1) Determine and identify the output interface requirements for the system(s); 2) Determine and identify the system(s) customizing properties users can use to customize output files; 3) Create or select transaction(s) to access system(s); 4) Process the transaction(s); 5) Create or select action(s) to customize an output file; 6) Create or select transaction(s) to process the selected customizing action(s); 7) Process the transaction(s); 8) Produce the output file; 9) Verify the output file shows the system properly adapted the customizing transactions selected.
07.06.61	The payroll system must capture the overtime rate in effect when compensatory time is earned for future pay out.		1) Create or select an employee(s) payroll record with overtime due for compensatory time earned and due payable at the end of the system(s) annual payroll period for processing; 2) Create or select transaction(s) to access the system(s); 3) Process the transaction(s); 4) Create or select a action(s) to close and process the payroll; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system properly paid the employee(s) at the correct rate of pay.
07.06.62	The payroll system must support the unemployment compensation for employees processing and responding to ES 931 Request for Wage and Separation Information-UCFE requests.		1) Determine the information needed to complete the ES 931; 2) Create or select an employee(s) payroll record for processing the ES 931; 3) Create or select transaction(s) to access the system; 4) Process the transaction(s); 5) Create or select action(s) to process the ED 931 request; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce the ES 931; 9) Verify the ES 931 shows the system correctly produced the unemployment compensation information required.
07.06.63	To support pay processing, the payroll system must maintain data to support preparation of notifications of employee indebtedness.		1) Determine and identify the data required to produce a notification of employee indebtedness; 2) Create or select an employee(s) payroll record for processing; 3) Create or select transaction(s) to access the system; 4) Process the transaction(s); 5) Create or select action(s) to access an employee(s) payroll record and review indebted information; 6) Create or select transaction(s) process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system maintains the required indebtedness information; 10) Create or select a transaction(s) to create a indebtedness notification; 11) Process the transaction(s); 12) Produce the notice; 13) Verify the system can generate the notice and it correctly shows the query showing all pertinent information.
07.06.70	To support internal reporting functions, the system must provide the capability to generate routine human resources and payroll reports that are prescribed by the functional users.		1) Determine and identify the list of payroll and human resources reports needed by functional users; 2) Create or select transaction(s) to access the system(s); 3) Process the transaction(s); 4) Create or select action(s) to generate various routine payroll report(s); 5) Create or select transaction(s) to process the select action(s); 6) Process the transaction(s); 7) Produce the report(s); 8) Verify the report(s) shows the system generated the required reports requested.
07.06.73	To support reconciliation functions, the payroll system must provide disbursement voucher data for verification and certification of the payroll process.		1) Determine and Identify data needed for verify and certify reconciliation of disbursement vouchers processed; 2) Create or select employee(s) payroll record for processing; 3) Create or select transaction(s) to access the system; 4) Process the transaction(s); 5) Create or select a action(s) to produce reconciliation disbursement voucher data; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system correctly provided the requested data to perform a reconciliation.
07.06.74	To support reconciliation functions, the payroll system must compile employee data related to health insurance enrollment for validations purposes.		1) Determine and identify data needed to validate health insurance enrollment (provide the information to the carrier for reconciling the payroll and carrier records); 2) Create of select employee(s) payroll record to compile health insurance enrollment data; 3) Create or select transaction(s) to access the system; 4) Process the transaction(s); 5) Create or select action(s) to compile the data; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system properly compiled the health insurance enrollment data.
07.06.78	The system must maintain and/or dispose of personnel payroll records in accordance with Government wide and agency specific guideline.		1) Determine and identify the payroll and personnel record retention guidelines; 2) Create or select transaction(s) to access the system(s); 3) Process the transaction(s); 4) Create or select record(s) that are ready to be disposed of in accordance with the guidelines; 5) Verify the system currently maintains those records; 6) Create or select action(s) to advance the system time beyond the disposal date; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Verify the system no longer contains the records.
07.06.79	The agency systems must provide for the reconciliation of human resources and payroll data within the systems, for comparison and reconciliation with that of disbursing, accounting, and other administrative systems/subsystems/modules to ensure accuracy, completeness, and data integrity.		1) Determine and identify the human resources and payroll system procedures for reconciling data residing within the systems with outside system(s) data; 2) Determine and identify data from outside system(s) to use in reconciliation; 3) Create or select transaction(s) to access the human resources and payroll system(s); 4) Process the transaction(s); 5) Create or select a action(s) to produce the pre-selected data needed to reconcile with the outside system(s); 6) Create or select transaction(s) to process the selected transaction(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system produced the data needed to reconcile with the outside system(s) by comparing the data to the outside system(s) data.

7: Military Pay		
07.07.01	The military pay system must compute a service member's monthly pay as if each month had 30 days.	1) Create or select military pay record(s) for computing pay on a 30 day basis for processing; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Select a 28, 29 and a 31 day month for processing; 5) Create or select a action(s) to calculate each months pay; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce the report/query; 9) Verify the report/query shows the system correctly calculated each months pay on a 30 day basis and did not compute the pay for either 28, 29 or 31 days.
07.07.02	The military pay system must compute a service member's pay and allowances at the rate of 1/30 of the monthly rate for each day served when less than the full month is served.	1) Create or select military pay record(s) for computing pay on a 1/30 of the monthly rate basis for processing; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Select a number of days pay less than 30 day for processing; 5) Create or select action(s) to calculate the selected days pay; 6) Create or select transaction(s) to process the selected action(s); 7) Produce the report/query; 8) Verify the report/query shows the system correctly calculated the pay for the number of days selected.
07.07.03	The military pay system must deduct 1/30th of 1 month's pay for each day the service member is in a nonpay status during a month.	1) Create or select military pay record(s) showing a nonpay status to deduct 1/30th of 1 months pay basis for processing; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Select a number of nonpay status days pay less than 30 day; 5) Create or select a action(s) to calculate the selected days pay to deduct; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce the report/query; 9) Verify the report/query shows the system correctly calculated for deduction the number of days selected.
07.07.04	The military pay system must compute a service member's forfeiture of pay and allowances for unauthorized absences and other lost time in accordance with Table 3-2, "DoDFMR," Volume 7A.	1) Create or select military pay record(s) for individuals in an unauthorized pay status; 2) Select a beginning and ending date for the unauthorized absence; 3) Create or select transaction(s) to access the military pay system; 4) Process the transaction(s); 5) Create or select action(s) to process the unauthorized pay status; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system correctly computed the amount of forfeiture of pay and allowances for the number of days of unauthorized absence; 10) Verify the system correctly calculated the number of lost days; 11) Verify the system increased the individuals separation date by the number of lost days calculated.
07.07.05	The military pay system must compute monthly pay by dividing the annual salary into 12 equal installments.	1) Create or select a military pay record(s) for review; 2) Determine and identify a current military pay chart that shows the annual gross pay for the military pay record; 3) Create or select transaction(s) to produce a report/query for several months gross pay; 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query by matching the military pay chart with the report/query to ensure the system correctly computed the months gross pay at 1/12 of the annual pay.
07.07.06	The military pay system must compute the pay of an enlisted member who accepts an appointment as an officer at the greater of: 1) The pay and allowances to which such member would be entitled if the member had remained in the last enlisted grade held before the appointment as an officer and had continued to receive increases in pay and allowances authorized for that grade, or 2) The pay and allowances to which the member thereafter becomes entitled as an officer.	1) Create or select a military pay record(s) for an enlisted member who accepted an appointment as an officer; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay for the promotion from enlisted to officer; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system promoted the individual and computed the pay at the greater of the enlisted or officer.
07.07.07	The military pay system must compute the pay of a warrant officer who accepts an appointment as an officer at the greater of: 1) The pay and allowances to which the member thereafter becomes entitled as a commissioned officer, or 2) The pay and allowances to which such member would be entitled if the member had remained in the last warrant officer grade held before appointment as a commissioned officer and continued to receive increases in pay and allowances authorized for that grade, or 3) The pay and allowances to which entitled under subparagraph 020301A, "DoDFMR," Volume 7A, before appointment as an officer, in the case of an officer who was formerly an enlisted member.	1) Create or select a military pay record(s) for a warrant officer who accepted an appointment as an officer; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay for the promotion from warrant officer to officer; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system promoted the individual and computed the pay at the greater of the warrant officer to officer.

07.07.08	For reserve members called to active duty, the military pay system must compute the pay and allowances for the necessary travel time from the reservist's home to first duty station and from last duty station to home (Except when released from active duty for retirement, dismissed, discharged from active duty or upon resignation).		1) Create or select a military pay record(s) for a reserve member called to active duty; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute pay and allowances for travel time to and from the reservists duty locations; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the pay for travel time between home and duty station and return.
07.07.09	For service members on authorized leave the military pay system must compute pay and allowances in accordance with Table 3-1, "DoDFMR," Volume 7A.		1) Create or select several military pay records for members who took various types of authorized leaves (regular leave, convalescent leave, emergency leave, etc); 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the different types of leaves; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system accurately computed the pay and allowances in accordance with Table 3-1, "DoDFMR," Volume 7A.
High-level Combined Scenario for 07.07.10 and 07.07.11			
07.07.10	The military pay system must compute pay and allowances for service members under investigation or determined to be serving in fraudulent enlistments for the periods shown in table 4-1, "DoDFMR", Volume 7A.		1) Create or select military pay record(s) with various types of void, voidable or rejected enlistments; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay and allowances for the month; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system accurately computed the pay and allowance in accordance with Table 4-1, "DoDFMR," Volume 7A.
07.07.11	The military pay system must compute the basic pay and allowances for a service member whose physical condition would ordinarily warrant rejection for military service, yet was not discovered at time of enlistment/induction, see Table 4-1, "DoDFMR," Volume 7A.		1) Create or select military pay record(s) for members whose physical condition would ordinarily warrant rejection for military service but was not caught in time and now have various types of void, voidable or rejected enlistments; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay and allowances for the month; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system accurately computed the pay and allowance in accordance with Table 4-1, "DoDFMR," Volume 7A.
07.07.12	The military pay system must compute special pay, continuation pay, bonuses, incentive pay, etc., for service members as authorized in "DoDFMR," Volume 7A, Chapters 5 - 24.		1) Create or select military pay record(s) with various special, continuation, incentive, bonuses, etc., pay; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay and allowances for the month; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the pay and allowances in accordance with "DoDFMR," Volume 7A, Chapters 5 - 24.
07.07.13	The military pay system must compute a service member's authorized allowances (BAS, BAQ, FSA, etc.) in accordance with "DoDFMR," Volume 7A, Chapters 25 - 31.		1) Create or select military pay record(s) with authorized allowances; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the authorized allowances for the month; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the authorized allowances in accordance with "DoDFMR," Volume 7A, Chapters 25 - 31.
07.07.14	The military pay system must compute advance pay and allowances, as well as casual and partial pay, as authorized in "DoDFMR," Volume 7A, Chapter 32.		1) Create or select military pay record(s) to compute an advance of pay and allowances; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the authorized advance of pay and allowances; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the advance of pay and allowances in accordance with "DoDFMR," Volume 7A, Chapters 32.
			1) Create or select military pay record(s) to compute a casual payment; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the authorized casual payment; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the casual payment in accordance with "DoDFMR," Volume 7A, Chapters 32.
			1) Create or select several pay record(s) to compute a partial payment; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the authorized partial payment; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the partial payment in accordance with "DoDFMR," Volume 7A, Chapters 32.
07.07.15	The military pay system must compute payment for unused accrued leave for a service member who is discharged under honorable conditions.		1) Create or select military pay record(s) for honorable discharge processing; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the payment of unused accrued leave; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the unused accrued leave.

07.07.16	The military pay system must compute a service members' allotments in accordance with "DoDFMR," Volume 7A, Chapters 41 - 43.	Allotments are not computed. The amounts requested are deducted from the military gross pay only for payment just like a benefit deduction.	1) Create or select military pay record(s) with various type of allotment deductions for processing; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select allotment action(s) for processing; 5) Create or select transaction(s) to process the selected allotment action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly deducted the allotment amounts from the military pay in accordance with "DoDFMR," Volume 7A, Chapters 41 - 43.
07.07.17	No pay is lost for unauthorized absence on the 31st day of the month, except when it is the first day of absence or when the employee is paid for the day under "DoDFMR," Volume 7A, Chapter 02, 020201A.		1) Create or select military pay record(s) with an unauthorized absence starting on the **31st day** of the month; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the unauthorized absence; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the loss of pay and allowances for the **31st day** of the month.
			1) Create or select military pay record(s) with an unauthorized absence not starting on the **31st day** of the month; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the unauthorized absence; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system did not compute a loss of pay and allowances for the **31st day.**
07.07.18	The military system must consider that absence on the 28th of February in a nonpay status in a non-leap year results in loss of pay for 3 days. If member is absent only on the 28th day of February in a leap year, deduct the pay for 1 day for the 28th. If absence occurs on the 29th of February, deduct pay for 2 days. When payment is made under subparagraph 020201.B on the basis of each day actually served, deduct only for the actual period of unauthorized/ authorized absence.		1) Create or select military pay record(s) with an unauthorized absence on the **28th day** of February in a Non leap year; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s) 4) Create or select action(s) to compute the unauthorized absence that will result in a loss of pay and allowances for 3 days in February; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed they loss of 3 days pay and allowances for the unauthorized absence.
			1) Create or select military pay record(s) with an unauthorized absence on the **28th day** of February in a Leap year; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the unauthorized absence that will result in a loss of pay and allowances for 1 day in February; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed they loss of 1 days pay and allowances for the unauthorized absence.
			1) Create or select military pay record(s) with an unauthorized absence on the **29th day** of February in a Leap year; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the unauthorized absence that will result in a loss of pay and allowances for 2 days in February; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed they loss of 2 days pay and allowances for the unauthorized absence.
07.07.24	The military pay system must compute payment on behalf of mentally incompetent members, missing members, missing in actions members, or interned payment to dependents.		1) Create or select military pay record(s) for members mentally incompetent, missing, missing in action, or interned; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute payments on behalf of the members; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the payment(s) correctly on the members behalf.
07.07.25	The military pay system must compute payments on behalf of deceased members.		1) Create or select military pay record(s) for deceased members; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute payments for the deceased members; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the deceased members payment(s).
07.07.26	The military pay system must compute benefits for members held as captives.		1) Create or select military pay record(s) for members held as captives; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute payments for the captive members; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the payments for the captive members.
07.07.27	The military pay system must be able to compute payments to service academy cadets and midshipmen, prep school students, service academy officials and aviation cadets.		1) Create or select military pay record(s) for service academy cadets and midshipmen, prep school students, service academy officials and aviation cadets; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute payments for the members; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the pay for the members.

07.07.29	The military pay system must be able to compute deductions for Armed Forces Home, Service members group life insurance, forfeitures of pay resulting from non-judicial punishment or from court martial sentence, and stoppages and collections not resulting from a court martial.		1) Create or select military pay record(s) that have deductions for the Armed Forces Home and Serviceman's Group Life Insurance benefit deductions; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the deductions; 5) Create or select transaction(s) to process the selected action; 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly deducted the benefit amounts requested.
			1) Create or select military pay record(s) for members with forfeitures of pay and allowances resulting from non-judicial punishment or court martial sentences, and stoppages and collections not resulting from a court martial; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the forfeitures of pay and allowances; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed deduction of the forfeitures of pay and allowances.
07.07.30	The military pay system must be able to compute the deductions for voluntary private heath insurance and dependent dental plans.		1) Create or select military pay record(s) that have deductions for voluntary private health insurance and the dependent dental plans; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the deductions; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly deducted the requested amounts.
07.07.31	The military pay system must be able to compute pay and allowances for members of a reserve component not on extended active duty for the number of drills performed.		1) Create or select military pay record(s) for a reserve component member not on extended active duty; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay and allowances for the number of drills performed; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the pay and allowances for the number of drills performed.
07.07.32	The military pay system must be able to compute payments to senior reserve officer training Corp personnel and stipend and financial assistance program recipients.		1) Create or select military pay record(s) for a senior reserve officer training corp. member; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the pay and allowances for the member; 5) Create or select transaction(s) to process the select action(s); 6) Process the selected action: 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the pay and allowances for reserve officer training corp. member.
			1) Create or select a financial assistant program recipient(s) due a stipend; 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to process the stipend; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly processed the stipend for payment to the recipient.

			1) Create or select military pay record(s) for Individual Ready Reserve members due a bonus payment(s); 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the bonus payment(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the bonus payment(s) for the Individual Ready Reserve member.
07.07.33	The military pay system must be able to compute bonuses for the members of the Individual Ready Reserves, make stipend payments to health professionals, and bonuses to Nurse Officer Candidates.		1) Create or select military pay record(s) for health professionals due a stipend payment(s); 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the stipend payment(s); 5) Create or select transaction(s) to process the selected action(s); 6 Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the stipend payment(s) for the health professionals.
			1) Create or select military pay record(s) for Nurse Officer Candidates due a bonus payment(s); 2) Create or select transaction(s) to access the military pay system; 3) Process the transaction(s); 4) Create or select action(s) to compute the bonus payment(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly computed the bonus payment(s) for the Nurse Office Candidates.

Chapter 8: Funds Control and Budgetary Accounting

1: Record Budget Authority/Fund Allocation

08.01.16	The system must be able to divide amounts available for obligation by specific time periods (usually quarterly), activities, projects, objects, or by combinations of these categories.	Assumption: The apportionment is in response to a departmental request made on SF 132	The scenario for this FFMR is pending.

2: Maintain Fund Availability

08.02.08	The system must ensure the amount reflected in the funds control structure agrees with the general ledger account balances at the end of each update cycle.		1) Create or select transaction(s) to perform a daily cycle update of the system; 2) Process the transaction(s); 3) Create or select action(s) to generate General Ledger account reports for review; Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select transaction(s) to produce a report/query of the funds control structure; 6) Process the transaction(s); 7) Produce both reports; 8) Verify the system generated report(s) in the fund control structure are in agreement with the General Ledger account balances.
08.02.14	The system must maintain the original funding amounts separate from the reprogramming amounts, yet be able to combine the two at the appropriate levels for funds control checking.		1) Create or select a transaction(s) to produce a report/query of funding amounts; 2) Process the transaction(s); 3) Produce the report/query; 4) Create or select transaction(s) to generate a report of reprogramming amounts; 5) Process the transaction(s); 6) Produce the report/query; 7) Verify the report(s)/query(s) show the system can list the funding amounts separately from the reprogramming amounts. 8) Create or select transaction(s) to generate a report/query of combined funding and reprogramming amounts; 9) Process the transaction(s); 10) Produce the report/query; 11) Verify the report/query shows the system can combine the amounts for control checking.
08.02.17	In the case of multiple-years appropriation accounts whose periods of availability for obligation overlap, the system must apply reimbursable customer orders and their related transactions only to the most current account available during the period the orders were received.		1) Create or select multi-year reimbursable customer order(s) that have an unobligated balance at year-end; 2) Select transaction(s) to execute year-end closeout and produce report(s) for the ending fiscal year-end unobligated balances; 3) Process the transaction(s); 4) Produce the report(s); 5) Select transaction(s) to execute year-end rollover procedures and advance the system to the new fiscal year; 6) Process the transactions; 7) Verify the system correctly advanced to the new fiscal year; 8) Select transaction(s) to generate report(s) for the new fiscal year that reflect the beginning unobligated balances; 9) Process the transaction(s); 10) Produce the report(s); 11) Verify the report(s) show the unobligated ending balances become the new beginning balances; 12) Select transaction(s) to process the reimbursable customer order(s) received and produce subsequent report(s); 13) Process the transaction(s); 14) Produce the report(s); 15) Verify the report(s) shows the system processed the reimbursable order(s) against the most current account available.
08.02.18	The system must be able to identify the unobligated balances and unpaid obligations of all expired appropriations at the time they expire.		1) Create or select transaction(s) to generate report(s) that identify all unobligated and unpaid obligated balances for expired appropriations; 2) Process the transaction(s); 3) Produce the report(s); 4) Verify the report(s) shows the system correctly identifies all unobligated and unpaid obligations for the expired appropriations.
08.02.19	The system must identify the unobligated balances and unpaid obligations of all canceled appropriations at the time they are canceled.		1) Create or select transaction(s) to generate report(s) that identify all unobligated and unpaid obligated balances for canceled appropriations; 2) Process the transaction(s); 3) Produce the report(s); 4) Verify the report(s) shows the system correctly identifies all unobligated and unpaid obligations at the time they canceled.

3: Record Commitments, Obligations and Expenditures

08.03.05	The system must be able to partially liquidate commitments in the case of partially-obligated requisitions.		1) Create or select requisition(s) action(s) for processing a commitment; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Select action(s) to partially process an obligation against the requisition; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s) 7) Produce a report/query; 8) Verify the report/query shows the system partially liquidated the commitment by the amount of the partial obligation and the commitment balance correctly shows the remaining balance available for obligation.

FFMRs 08.03.07 and 08.03.25 can be tested jointly in an end-to-end environment.

08.03.07	The system should be able to record commitments to cover contingent liabilities for price or quantity increases and other variables related to contracts.	Must test all steps to prove the FFMR in an integrated environment.	1) Create or select a contract that currently resides within the system; 2) Create or select receipt(s) or invoice(s) action(s) to increase contingent liabilities for price or quantity increases or other variables to the contract; 3) Create or select transaction(s) to process the selected action(s) to record the applicable variance upward adjustment to the commitment (DR Allotment 4610, CR Commitment 4700); 4) Process the transaction(s); 5) Select transaction(s) to record the applicable variance upward adjustments to the obligation (DR Commitment 4700, CR Obligation 4801); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly adjusted the commitment; 9) Verity the report/query shows the system correctly adjusted the obligation for which the contingent condition(s) materialized.
08.03.25	The system should be able to record obligations for contingent liabilities for which the contingent condition(s) have materialized.	If the system doesn't process commitments, then only 08.03.25 and steps 2 and 3 apply.	
08.03.26	The system must be able to cancel obligated and unobligated balances on September 30th of the 5th fiscal year after an appropriation's period of availability for incurring new obligations expires.	Reminder: No new obligations or disbursements can be posted against canceled appropriations	1) Create or select obligated and unobligated balance action(s) for cancellation upon year-end closing on 30 September of the 5th fiscal year; 2) Create or select transaction(s) to process the selected action(s) to perform year-end closing and generate a year-end Trial Balance; 3) Process the transaction(s); 4) Produce the Trial Balance report(s); 5) Verify the obligated and unobligated balances for cancellation are present; 6) Select transactions to perform year-end rollover to the new fiscal year and generate a Trial Balance; 7) Process the transaction(s); 8) Produce the new fiscal year Trial-Balance report(s); 9) Verify the report(s) show the system correctly roll-over the balances to the new fiscal year and deleted the cancelled obligated and unobligated balances.

4: Fund Analysis

08.04.11	The system must be able to track obligation adjustments and disbursements that previously would have been chargeable to the cancelled appropriation account but were charged to current appropriations.		1) Create or select obligation adjustment(s) and disbursement(s) for a canceled appropriation charged against the current year appropriation; 2) Select transaction(s) to process the adjustments; 3) Process the transaction(s); 4) Produce a report/query; 5) Verify the report/query shows the system accurately tracks the adjustment transactions based on the current tracking rules.
08.04.12	The system must maintain appropriation and fund identification for current and prior years, including tracking those funds for which the period for obligation has expired.	Discuss with the PMO the generation of supporting documentation for use to satisfy this FFMR and how the system differentiates between expired and unexpired funds.	1) Create or select a report(s) that will list current and prior years appropriations including expired appropriations (Note: The list should include information such as the document number, expiration date, obligated and unobligated balance for those appropriations); 2) Select transaction(s) to generate the report(s); 3) Process the transaction(s); 4) Produce the report(s); 5) Verify the report(s) show the system can maintain appropriation and fund identification for current and prior years and track funds where the period of obligation has expired.

6: Reporting

08.06.02	The system must support the entity's financial statements disclosure of two categories of funds within the entity's Fund Balance with Treasury account: the obligated balance not yet disbursed, and the unobligated balance.		1) Create or select several months Trial Balance report(s) for processing; 2) Create or select action(s) to validate the obligated balance not yet disbursed and the unobligated balance are disclosed within the entity's Fund Balance with the Treasury; 3) Create or select transaction(s) to process the selected action(s) to generate the reports; 4) Process the transactions; 5) Produce the reports; 6) Verify the a Trial Balance reports shows the Fund Balance with Treasury (SGL 1010) equals the sum of obligated balance, not disbursed (e.g. SGL 4801, 4901) and unobligated balance (e.g. SGL 4620).
08.06.03	The system must support the entity's financial statements disclosure of restrictions on unobligated balances (such as balances restricted for future use and not apportioned for current use).		1) Create or select the financial statement(s) of an entity for processing; 2) Create or select action(s) that will generate a report to support the disclosure of restrictions on unobligated balances; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the statement(s); 6) Demonstrate (using the statements) how the system will identify an entity's restrictions on unobligated balances (i.e., use of footnotes, individual codes, etc); 7) Demonstrate transmission of this information to support disclosure in the applicable financial statement(s).

08.06.04	The system must support the entity's explanation of discrepancies between its Fund Balance with Treasury account and the corresponding balance in the US Treasury's account. The causes of such discrepancies must be described in the notes to financial statements.	Assume that the reconciliation procedure is covered in another requirement.	1) Create or select the financial statement(s) of an entity for processing; 2) Create or select action(s) to generate the financial statement(s) to support using notes to explain discrepancies between its Fund Balance with the Treasury account and the U.S. Treasury's account; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the financial statement(s); 6) Verify the statement(s) show the system is correctly using notes to explain discrepancies; 7) Demonstrate transmission of this information to support disclosure in the applicable financial statement(s).
08.06.05	The system must support presenting: 1) total budgetary resources available to the entity during the period. 2) the status of those resources, including obligations incurred. 3) any outlays.		1) Create or select a "Status of Funds" report(s) for processing; 2) Create or select action(s) to generate a report of an SF 133 for an entity that will present the total budgetary resources available to the entity during the period, the status of those resources (including obligations incurred), and any outlays; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the SF 133 report(s); 6) Verify the report(s) show the system displayed the applicable specified items.
08.06.07	An entity should include in its financial statements a statement of reconciliation that explains the relationship between budgetary resources obligated during the period and the net cost of operations.		1) Create or select the financial statement(s) of an entity for processing; 2) Create or select action(s) to generate a report(s) that will include a "Statement of Financing." for reconciliation that explains the relationship between budgetary resources obligated during the period and the net cost of operation; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the statement(s); 6) Verify the statement(s) shows the system includes the "Statement of Financing" for reconciliation's.
08.06.08	The system must support the presentation of information in a way that clarifies the relationship between the obligation basis of budgetary accounting and the accrual basis of financial accounting.		1) Create or select the financial statement(s) of an entity for processing; 2) Create or select action(s) to generate report(s) that includes a "Statement of Financing." to clarify the relationship between obligations basis of budgetary accounting and the accrual basis of financial accounting; 3) Create or select transaction(s) to process the selected action(s); 4) Process the statement(s); 6) Verify the statement(s) show the system includes the "Statement of Financing" to clarify the relationships.

Chapter 9: Accounts Payable (Payment Management)

2: Recognize Liabilities/Establish Payables

09.02.19	The system must define tolerances used for quantity variances between receiving reports and the obligating documents. The system should identify goods or services rejected if this tolerance is exceeded and provide for overrides by authorized personnel. (Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)		1) Create or select a receiving report for processing; 2) Determine if the system has tolerance level for the quantity variances; 3) Select action(s) to process the receiving report quantity against the obligating document quantity which exceeds the tolerance level; 4) Create or select transaction(s) to process the selected ction(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system identifies and rejects such goods or services that exceed the tolerance level; 8) Select an authorized user to process override transaction(s); 9) Create or select override action(s) for processing; 10) Create or select transaction(s) to process the selected action(s); 11) Process the transaction(s); 12) Produce a report/query; 13) Verify the report/query shows the system correctly overrided the previous transaction(s) and allowed the inputs to process.
09.02.20	The system must use the correct interest rate (issued by the US Treasury every 6 months, beginning January 1 and July 1 of each year) for prompt payment of interest.		1) Obtain the interest rate table issued by the U.S. Treasury; 2) Create or select action(s) to produce the interest table residing and maintained within the system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system table matches the U.S. Treasury table; 7) Create or select an invoice for processing where the correct interest rate is used to calculate the interest incurred to be paid promptly; 8) Create or select action(s) to process the invoice; 9) Create or select transaction(s) to process the selected action(s); 10) Process the transaction(s); 11) Produce a report/query; 12) Verify the report/query shows the system correctly calculated the interest incurred.
09.02.22	When an entity accepts title to goods, whether the goods are delivered or in transit, the system must recognize a liability for the unpaid amount of the goods. If invoices for those goods are not available when financial statements are prepared, then the amounts owed must be estimated.	Instead of the using the "Estimated Amount", use the "Purchase Order (PO) Amount" for DoD business practices.	1) Determine and identify the "shipping terms" for an available purchase order invoice; 2) Create or select a "title to goods is accepted" date for the invoice; 3) Create or select action(s) for processing to recognize a liability for the unpaid amount of the goods; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly recognized a liability for the amount of the unpaid goods.
			1) Determine and identify the "shipping terms" for a purchase order invoice that is not available when financial statements are prepared; 2) Create or select a "title to goods is accepted" date for the missing invoice; 3) Create or select action(s) for processing to recognize a liability for the unpaid amount of the goods; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly recognized a liability for the amount of the unpaid goods for the missing invoice.
09.02.23	The system must record interest payable for the amount of interest expense incurred and unpaid.		1) Create or select a loan(s) (such as borrowing from the U.S. Treasury or other entities) for processing; 2) Create or select action(s) to record an accounts payable for interest incurred and unpaid (DR 6310, CR 2140); 3) Create or select transaction(s) to process the selected action(s) to record the interest; 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded an accounts payable for the unpaid interest incurred.

09.02.24	The system must identify interest payable to federal entities separately from interest payable to the public.		1) Create or select loan(s) for processing; 2) Create or select action(s) to record an accounts payable for unpaid interest incurred and payable to a Federal entity an unpaid interest incurred and payable to the public; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded and accounted for the accounts payable for the Federal Entity separately from the public.
09.02.27	When evidence of performance is received, the system must record the transaction simultaneously in the budgetary accounts as accrued expenditures unpaid and in the proprietary accounts as an accounts payable.		1) Create or select an evidence of performance document(s) for processing; 2) Create or select action(s) that will record the accounts payable; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the accounts payable within the proprietary accounts and simultaneously recorded an accrued expenditure unpaid within the budgetary accounts.
09.02.28	The system must identify those instances where an invoice is missing a receiving report or an acceptance and communicate that it is missing. It must also identify when goods or services have been received and accepted without an invoice being recorded.		1) Create or select an invoice(s) without the corresponding receiving report or and/or communication that has determined the receiving report is missing for processing; 2) Create or select action(s) post the invoice in the system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly posts the invoice and places it on hold pending receipt of the receiving report.
			1) Create or select a receiving report(s) that is missing an invoice for processing; 2) Create or select action(s) to post the receiving report within the system; 3) Create or select transaction(s0 to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly posted the receiving report (DR 6100, 4801 - CR 2110, 4901) without receipt of the invoice; 7) Verify the system can determine what receiving reports where processed without an invoice.
09.02.30	The system must allow transactions to be entered directly for those events that will result in payment but are not part of the normal commitment, obligation, and matching process.		1) Create or select emergency payment(s) document(s) that are not part of the normal commitment, obligation, and payment process (such as a travel advance) for processing; 2) Create or select direct input action(s) to process the document(s) directly into the system; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the direct input transaction(s) and posted them correctly (DR 1411, CR 1012); 7) Discuss with the PMO how the emergency payment process works. **NOTE: Prior approval for emergency payments usually must be obtained before processing.**
09.02.31	The system must reject interfacing system transactions which do not have a valid vendor identified, except when overrides are properly authorized. (Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)	*Question:* Is the last clause no longer valid for DOD? *Answer:* No. The designated authority can authorize the override to the central contract registry.	1) Create or select an electronic invoice(s) with an invalid vendor identification for processing; 2) Create or select action(s) to process the electronic invoice(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system immediately rejects the transaction(s) and produces an errors message or statement that the vendor identification is invalid; 6) Create or select action(s) to override the rejection; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Verify the system accepted the override and creates a history file(s) for later certification, posts payment audits, and allows the transaction(s) to process for payment.
09.02.34	The system must reflect contractual holdbacks as liabilities.		1) Create or select contract(s) that have not been completed and will not be paid until successful completion of the contract(s) for processing; 2) Create or select action(s) for processing that will record the accounts payable liability (DR 1722, CR 2130); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the accounts payable liability for later payment after successful completion of the contract.
09.02.37	When facilities or equipment are constructed according to contract specification, the system must record a payable for the estimated work completed.	Many different scenarios could be used to prove this FFMR	1) Create or select contract(s) for facilities or equipment constructed according to the contract(s) for processing; 2) Create or select action(s) that will record the accounts payable against the contract(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the accounts payable liability for payment.
09.02.38	The system must identify accounts payable not covered by budgetary resources.		1) Create or select document(s) not covered by normal budgetary resources for processing; 2) Create or select action(s) to record the accounts payable; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the accounts payable liability.
09.02.39	The system must record advances and prepayments (received from other entities for goods to be delivered or performed) as other current liabilities.	A signed contract for products and services to be delivered indicates a future date	1) Create or select advance and prepayment document(s) received for products with a future delivery date for processing; 2) Create or select action(s) to record the accounts payable as "other current liabilities" (Expected Output: DR 1010, CR 2310); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly recorded the accounts payable as "other current liabilities."

			1) Create or select vendor(s) for processing, with proper authorization, to add to the system's vendor files; 2) Create or select action(s) to add the vendor; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Prepare a report/query; 6) Verify the report/query shows the system corrected added the vendor(s) to the file.
09.02.44	The system must allow vendors to be added to or deleted from the vendor file if there is proper authorization.		1) Create or select vendor(s) for processing, with proper authorization, to delete from the system's vendor files; 2) Create or select action(s) to delete the vendor; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Prepare a report/query; 6) Verify the report/query shows the system corrected deleted the vendor(s) to the file.
			1) Create or select vendor(s) for processing, without proper authorization, to add or delete from the system's vendor files; 2) Create or select action(s) to attempt to add or delete the vendor(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system did not add or delete the vendor without the proper authorization.
09.02.46	The system must report current liabilities due to federal entities separately from those due to employees and the public.		1) Create or select action(s) to generate financial report(s) of current accounts payable liabilities; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the financial report(s); 5) Verify the financial reports show the system reports current liabilities due to the federal entities separately from those due employees and the public.
3: Schedule Payments for Disbursement			
09.03.06	The system must be able to record the details (invoice numbers, voucher numbers, contract number, etc.) of a consolidated payment.		1) Create or select payment voucher(s) for processing; 2) Create or select action(s) to prepare and process a consolidated payment for disbursement; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to generate an Advice of Payment (AOP) listing showing the vouchers selected; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce the listings; 9) Verify the listings display the vouchers selected, to include specific information as suggested within the FFMR, (i.e., invoice number, voucher numbers, contract number, payee name, etc.) for consolidated payment.
09.03.07	The system must be able to prepare separate schedules for the general classifications of payment, such as travel vouchers, vouchers payable in foreign currency, vendor payment vouchers, transportation vouchers, etc.		1) Create or select several payment vouchers for processing; 2) Create or select action(s) to process each classification of payments (such as travel vouchers, vendor payment vouchers, etc) and produce a schedule of payments; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the schedules; 6) Verify the schedules produced are correct and accounted for each classification of payment separately.
09.03.08	The system must cross reference each voucher to the voucher schedule by agency identification numbers and be able to match one with the other.		1) Create or select payment voucher(s) that have been paid for processing with different Agency Identification Numbers (AIN); 2) Create or select a action(s) to produce the payment vouchers; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the payment vouchers; 6) Create or select action(s) to produce the payment voucher schedule(s); 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce the voucher schedules; 10) Verify the payment vouchers are cross referenced by AIN on the voucher schedules and can be tracked accurately.
09.03.09	The system must assign a unique identification number to each voucher that will be used for accounting and auditing purposes.		1) Create or select payment voucher(s) that have been processed; 2) Create or select action(s) to generate a report/query of the payment vouchers; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system assigned a unique identification number (voucher number) to each voucher to be used for accounting and auditing purposes.
09.03.10	The system must record, in the accounting classification space on each voucher, the account symbol or other reference number which identifies the specific appropriation(s) affected.	This FFMR may not be required in the DCII like environment in the future as long as accounting/appropriation information is easily accessible and can be traced back to the voucher number.	1) Create or select payment voucher(s) that have been processed; 2) Create or select a action(s) to generate a report/query of the payment vouchers; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system recorded in the accounting classification space the account symbol or other reference number which identifies the specific appropriation(s) affected.
09.03.11	The system must schedule payments that are $100 million or more by preparing multiple payment records.		1) Obtain procedures for scheduling payments of $100 million and over; 2) Create or select payment voucher(s) that have been processed for payments of $100 million and over; 3) Create or select action(s) to generate a report/query of the payment vouchers; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the report/query; 7) Verify the report/query shows the system schedule and split and recorded the payment(s) into multiple payments and schedules.

09.03.13	The system must generate a report listing any payments scheduled on a particular day.		1) Create or select payment voucher(s) paid on different days for processing; 2) Create or select action(s) to generate a report/query showing the payments scheduled, by day, for each day selected; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system displayed the payments scheduled correctly and listed the payments based on the due.
09.03.14	The system must recognize payments for services of a continuing nature which are performed under agency-vendor agreements. Such payments, which are for definite amounts at fixed intervals, may not be made without submission of vouchers.		1) Create or select recurring payment(s) paid for processing services of a continuing nature which are performed under agency-vendor agreements; 2) Create or select action(s) to process the related payment vouchers; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system scheduled the recurring payment(s) to be paid on the schedule payment date.
09.03.16	The system must ensure that a comparison of the paid copy with the pending copy of the voucher-schedule is made. If any errors or alterations are noted, they must be reported immediately to the Inspector General's office and the disbursing officer.		1) Select several days payment voucher(s) for comparison; 2) Create or select action(s) to produce a pending voucher schedule for the days selected; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the pending voucher schedule; 6) Create or select action(s) to produce a voucher schedule of paid vouchers for the selected days; 7) Create or select transaction(s) to process the selected action(s) 8) Process the transaction(s); 9) Produce the paid voucher schedule; 10) Compare the two voucher schedules and look for errors or alterations are not present; 11) Discuss with the PMO the procedures for reporting immediately any discrepancies found to the Inspector General's Office and the Disbursing Officer.
09.03.17	The system must schedule payments in the currency billed unless the payee is located in a restricted country, or in an excess or near-excess currency country.		1) Create or select document(s) to prepare payment(s) using different forms of foreign currency; 2) Create or select input action(s) to process the payment document(s) and generate payment voucher(s) in the currency billed; 3) Create or select transaction(s) to process the selected input action(s); 4) Process the transaction(s); 5) Produce the payment vouchers; 6) Create or select action(s) to produce a voucher schedule; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce the voucher schedule; 10) Verify the payment vouchers and the voucher schedule show the payments will be paid in the currency billed.
09.03.19	The system must generate a payment due date of 30 days if a due date is not specified in the contract.		1) Create or select contract(s) for payment without a payment due date specified; 2) Create or select input action(s) to process the contract payment; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to produce a voucher schedule for future contract payments; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce the voucher schedule; 9) Verify the voucher schedule shows the system has automatically scheduled a payment due date of 30 days in the future for the contract payment with no payment date specified.
5: Confirm and Follow-up on Payments			
09.05.11	The system must maintain an on-line history file of closed out documents for a user-defined period of time.		1) Determine what the user-defined period of time is for closed out documents; 2) Determine a period of time in which to request information on closed out documents from the systems on-line history files; 3) Create or select action(s) to generate a report/query from the on-line history file of closed out documents for the selected period of time; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the on-line report/query; 7) Verify the report/query shows the system can produce the information requested on the closed out documents for the specified time.
6: Reporting			
09.06.01	The system must generate aged requisitions.	1) The requisition is the request for services/goods; 2) The requisition reserves funding for those services/goods. 3) The FFMR refers to a report showing all pending requisition to be processed.	1) Obtain the aged requisition report format; 2) Create or select action(s) to generate an aged requisition report; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report; 6) Verify the report shows the format and data presented are accurate.
09.06.02	The system must generate aged outstanding obligating documents by entry date and expected receipt date.		1) Obtain the aged outstanding obligation report format; 2) Create or select action(s) to generate an aged outstanding obligation report by "entry date"; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the obligation report by "entry date"; 6) Create or select action(s) to generate an aged outstanding obligation report by the "expected receipt date"; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce the obligation report by the "expected receipt date"; 10) Verify both reports show the format and data presented are accurate.

09.06.03	The system must generate aged receiving reports without an acceptance.		1) Obtain the aged receiving report format; 2) Create or select action(s) to generate an aged receiving report without an acceptance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report shows the format and data presented are accurate.
09.06.04	The system must generate an aged, unmatched vendor invoice report.		1) Obtain the aged, unmatched, vendor invoice report format; 2) Create or select action(s) to generate an aged, unmatched, vendor invoice report; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report shows the format and data presented are accurate.
09.06.05	The system must report the number, amount, and relative frequency of interest penalties paid.		1) Create or select interest penalties paid for processing; 2) Create or select action(s) to generate a report on the number, amount, and frequency of interest penalties paid; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report accurately includes all the data requested.
09.06.06	The system must generate the status and procurement history for documents such as multi-task contracts, grants, and blanket purchase agreement.		1) Create or select multi-task contract, grant, and blanket purchase agreements for processing; 2) Create or select action(s) to generate a report on the status of procurement history for the mentioned items; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report shows the system captured accurately the pertinent information such as status and procurement history.
09.06.07	The system must produce a detailed listing by level of funds control and specific contract for (1) commitment documents, (2) obligation documents, and (3) expenditure of funds.		1) Create or select action(s) to generate a report(s) by level of funds control and specific contract for commitment documents; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the report; 5) Verify the report includes pertinent information such as status of funds.
			1) Create or select action(s) to generate a report by level of funds control and specific contract for obligation documents; 2) Create or select transaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the report; 5) Verify the report includes pertinent information such as status of funds.
			1) Create or select action(s) to generate a report by level of funds control and specific contract for expenditure of funds; 2) Create or select tranaction(s) to process the selected action(s); 3) Process the transaction(s); 4) Produce the report; 5) Verify the report includes pertinent information such as status of funds.
09.06.08	The system must generate a cash requirement projection report indicating the dollar amount of disbursements due to be made on a particular day.		1) Obtain the cash projection requirement report format; 2) Create or select action(s) to generate the cash projection requirement report indicating the dollar amount of disbursements due to be made on a particular day; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the reports shows the format and data presented are accurate.

Chapter 10: Travel

1: General Requirements

			1) Create or select a category of travel orders for fund certification; 2) Select input action(s) to prepare the funds for certification; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Select transaction(s) to certify the funds; 6) Certify the funds; 7) Produce the report/query; 8) Verify the report/query reflects the travel funds are available, approved for expenditure, and can be tracked.
10.01.02	The travel system must incorporate the preparation approval and tracking of travel and transportation authorizing documents, including fund certification; preparation and authorization of travel advances; and computation, preparation, and approval of travel vouchers.		1) Create or select a request for advance of travel; 2) Verify the travel funds are certified; 3) Select input action(s) to prepare a travel advance; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Select transaction(s) to approve the travel advance; 7) Process the transaction(s); 8) Approve the travel advance; 9) Produce the report/query; 10) Verify the report/query shows the travel advance is correct, approved, available for payment; and can be tracked using a voucher number.
			1) Create or select documents to process a request for travel settlement; 2) Verify the travel documents are correct; 3) Verify the funds are certified; 4) Select input action(s) to prepare a travel settlement voucher; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Select action(s) to compute the settlement voucher; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Select transaction(s) to approve the travel settlement; 11) Process the transaction(s); 12) Produce the travel voucher; 13) Verify the travel voucher shows the system correctly prepared, computed, and certified the travel settlement for payment.
10.01.03	The travel system must record travel expenses in a chronological and systematic order.		1) Create or select different types of travel expense(s) with different dates; 2) Select actions(s) to input the travel expenses; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to input the travel expense transaction(s) out of order; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system recorded the travel expenses in a chronological and systematic order.

10.01.04	The travel system must document travel information so that it is easily and readily available for analysis, decision support, operational control management, and external regulatory reports.		1) Create or select a travel order(s) for review; 2) Create of select action(s) to generate a report of travel information for analysis, decision support, operational control management, and external regulatory reports by level of funds control and specific contract for expenditure of funds; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report was easily and readily available and includes all the pertinent travel information.
10.01.08	For centralized control and system administration, the travel system must maintain various tables, such as locality/M&IE allowances, locality/lodging rates, travelers/government credit card data, and rental car rates/types.		1) Obtain information on the master travel-related referential tables; 2) Create or select action(s) to generate reports of the various system(s) master travel-related referential tables 3) Create or select transaction(s) to process the selected action(s) 4) Process the transaction(s); 5) Produce a reports; 6) Verify the reports show the tables are in the system and match the referential tables.
10.01.09	The travel system must provide for interfacing with a Travel Management System (TMS) or appropriate Commercial Reservation System (CRS), arranging tickets and transportation and processing of claims from vendors related to the travel and transportation documents.		1) Determine the procedures for interfacing with the Travel Management System (TMS) or appropriate Commercial Reservation System (CRS); 2) Create or select a trip ticket request for processing; 3) Create or select input action(s) to process the request; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the trip ticket request information is correct; 8) Select the appropriate transmission action(s) procedures for interfacing with the TM or CR Systems; 9) Create or select transaction(s) to process the selected action(s); 10) Process the transaction(s); 11) Verify the trip ticket request processed through to the TM and or CR Systems correctly for further processing.
10.01.12	The travel system must provide the capability to provide the user with prompts and understandable, logically ordered screens to make the travel process as easy as possible.	Not Testable	Not testable
10.01.13	The travel system must provide the appropriate levels of security to protect the integrity of the travel process and the content of the system.		1) Determine appropriate level of security, for data, system, and user access. 2) Create or select action(s) to perform negative tests by attempting unauthorized access to the system and its data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system does not allow unauthorized access the system and its data.
10.01.14	The travel system must provide the capability to capture required standard data elements contained in the Federal Travel Regulation (FTR).		1) Obtain the required standard data elements contained in the Federal Travel Regulation (e.g., from system's requirements document); 2) Create or select action(s) to produce a report/query showing the standard data elements; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system captured all the data elements contained in the FTR.
10.01.15	The travel system must provide the ability to enter dates prior to, through, and beyond January 1, 2000.		1) Create or select four (4) character travel dates prior to, through, and beyond January 1, 2000; 2) Create or select action(s) to input the dates selected; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report query shows the system accepted the dates selected and they are four (4) characters in length.
10.01.16	The travel system must provide for the use of mandated Federal travel charge cards.		1) Create or select a travel request for a government travel charge card holder; 2) Create or select action(s) to process the travel request; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system indicates the traveler is a government-issued charge card holder. Same as 10.02.04.
10.01.17	The travel system must provide by October 21, 2003, for appropriate electronic authentication technologies to verify the identity of the sender and the integrity of electronic content that satisfies OMB's implementation requirements of the Government Paperwork Elimination Act (GPEA), Public Law 105-277.		1) Create or select a travel document(s) requiring electronic authentication; 2) Create or select action(s) to process the document(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the travel document was electronically authenticated in accordance with the requirement cited in the FFMR.
10.01.19	The travel system must maintain and send a record of expenses for same day trip of more than 12 hours but less than 24 hours with no lodging to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement. In addition, the system must report and send the employer's matching tax amounts.		1) Create or select a same day travel voucher for a day trip of more than 12 hours but less than 24 hours with no lodging; 2) Create or select action(s) to process the same day voucher; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows system correctly processed the same day travel request; 7) Verify the system created a record of expenses to be sent to the payroll system; 8) Verify the system created (or included in the previous item) a report (to be sent to the payroll system) with the employer's matching tax amounts 9) Discuss the procedures for transmitting the tax information to the payroll system.
10.01.20	The travel system must be able to maintain the order of precedence for executing each travel step.		1) Determine the order of precedence for executing each travel step (e.g., authorization before voucher); 2) Create or select a sample of travel actions for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Perform a negative test by attempting to process action(s) out of the order of precedence; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Verify the system prevents the out of order processing.
10.01.21	The travel system must be able to change the order of precedence of the processing steps to handle unusual travel demands.		1) Determine the order of precedence for executing each travel step (e.g., authorization before voucher); 2) Create or select a sample of travel actions with unusual travel demands, with authorized changes to the order of precedence of the processing steps; 3) Create or select transaction(s) to process the actions out of the order of precedence; 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system allows the out of order processing for unusual travel demands only.

10.01.22	The travel system must maintain an adequate separation of duties.		1) Obtain and review the organizational structure (e.g., org. chart) and roles & responsibilities; 2) Verify the system reflects the structure, roles, and responsibilities to support separation of duties; 3) Create or select action(s) to perform a negative test to validate one can not perform an action unauthorized for their scope of duties; 4) Create or select transaction(s) to process the selected action(s); 5) Verify the system does not allow the action.
2: Travel Authorization			
10.02.01	The travel system must provide the capability to create and process travel authorizations and provide funds availability, including unlimited open, limited open, and trip-by-trip.		1) Create or select one each of an unlimited open, limited open, and trip-by-trip travel authorization request; 2) Create or select action(s) to process the request to include fund authorization; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the resulting travel authorization is correct.
10.02.04	The travel system must provide for determining whether the traveler is a holder of a government-issued charge card.	This FFMR is different from 10.02.24, but the same scenario proves both	1) Create or select a travel request for a government travel charge card holder; 2) Create or select action(s) to process the travel request; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system indicates the traveler is a government-issued charge card holder.
10.02.07	The travel authorization system must provide the capability to create travel authorizations and provide funds availability when appropriate.		1) Create or select a travel authorization request(s); 2) Create or select action(s) to process the request(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the request is authorized and funds are available.
10.02.08	The travel system must record detailed itinerary information.		1) Create or select travel itinerary information for recording; 2) Create or select action(s) to report the itinerary information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accurately recorded the itinerary information in detail.
10.02.09	The travel system must calculate authorized per diem, meals, and incidental expenses (M&IE) based on the temporary duty location.		1) Determine the number of days Temporary Duty (TDY) to be performed; 2) Select a TDY location(s); 3) Determine the Meals and Incidental Expenses (M&IE) rates for the location(s) by manually reviewing the daily M&IE rate for the location selected; 4) Create or select action(s) to process the M&IE data; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly calculated the M&IE based on the TDY location for the days selected.
10.02.10	The travel system must allow for special routing and approval levels for certain classes/conditions of travel as required by FTR 301-2.		1) Create or select several travel requests for special routing and approval levels with various classes/conditions of travel listed in FTR 301-2.5f (e.g., travel on ship, travel on Government aircraft); 2) Create or select action(s) to process the requests; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system allows for special routing and approval levels.
10.02.12	The travel system must provide the capability to process travel authorizations with split fiscal year funding and with multiple funding.		1) Create or select a travel request(s) spanning two fiscal years and with funding from multiple sources; 2) Create or select action(s) to process the request(s) as a split fiscal year; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system properly splits the funding between the two fiscal years and properly posts the multiple funding sources.
10.02.14	The travel system must maintain an adequate separation of duties.		1) Obtain and review the organizational structure (e.g., org. chart) and roles & responsibilities; 2) Verify the system reflects the structure, roles, and responsibilities to support separation of duties; 3) Create or select action(s) to perform a negative test to validate one can not perform an action unauthorized for their scope of duties; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Verify the system does not allow the action(s).
10.02.15	The travel system must allow correction, amendment, and cancellation of the travel authorization with appropriate reviewing and approving controls and allow for notification to the traveler and accounting office.		1) Create or select a completed travel authorization(s) document; 2) Determine a correction(s) to make; 3) Create or select a action(s) to process the correction(s); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Perform the appropriate reviewing and approving controls; 7) Produce a report/query; 8) Verify the report/query shows the system correctly processed the correction(s); 9) Verify the system produced a notification of the correction(s) to the traveler and the accounting office.
			1) Create or select an amendment(s) to a completed travel authorization(s) document; 2) Create or select action(s) to process the amendment(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Perform the appropriate reviewing and approving controls; 6) Produce a report/query; 7) Verify the report/query shows the system correctly processed the amendment(s); 8) Verify the system produced a notification of the amendment(s) to the traveler and the accounting office.
			1) Create or select a completed travel authorization(s) document for cancellation; 2) Create or select action(s) to process the cancellation; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Perform the appropriate reviewing and approving controls; 6) Produce a report/query; 7) Verify the report/query shows the system correctly cancelled the travel authorization(s); 8) Verify the system produced a notification of the cancellation to the traveler and the accounting office.

10.02.42	The travel authorization system must allow for the option of specific authorization or prior approved travel arrangements, as required by the FTR-301-2.5, for: (a) Use of premium-class service on common carrier transportation; (b) Use of a foreign air carrier; (c) Use of reduced fares for group or charter arrangements; (d) Use of cash to pay for common carrier transportation; (e) Use of extra-fare train service; (f) Travel by ship; (g) Use of a rental car; (h) Use of a Government aircraft; (i) Payment of a reduced per diem rate; (j) Payment of actual expense; (k) Travel expenses related to emergency travel; (l) Transportation expenses related to threatened law enforcement/investigative employees and members of their families; (m) Travel expenses related to travel to a foreign area; (n) Acceptance of payment from a non-Federal source for travel expenses, see chapter 304 of this subtitle; and (o) Travel expenses related to attendance at a conference.		1) Create or select travel arrangement transactions covering all the actions listed in the FFMR, but without specific authorization and/or prior approval; 2) Create or select action(s) to process the transactions; 3) Attempt to process the transaction(s) without specific authorization and/or prior approval; 4) Verify the system will not process the transactions without specific authorization and/or prior approval.
10.02.43	The travel authorization system must provide the capability to create travel authorizations and provide funds availability when appropriate.		1) Create or select one or more travel authorizations for processing with the listed items; 2) Create or select action(s) to input the authorizations; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system processed the authorizations and displayed defined messages to the user regarding requiring the listed items.
3: Travel Advances			
10.03.01	The travel system must provide for entry, processing, approval, and the payment and liquidation of government funds for the tracking, aging, and control of the travel advance function.		1) Create or select a request for advance of travel; 2) Create or select action(s) to process the request from entry through liquidation of the government funds; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly tracked, aged, and control the travel advance function.
10.03.02	The travel system must be able to set, change, and apply established limits on travel advances.		1) Determine travel advance limit(s) to apply in the system; 2) Create or select action(s) to set the selected limits; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select a request(s) for advance of travel that exceeds one or more of the limits; 6) Create or select action(s) to process the advance of travel; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce a report/query; 10) Verify the report/query shows the system processes the request for advance of travel not the exceed the limits selected.
			1) Determine changes to travel advance limit(s) set in the system; 2) Create or select action(s) to change the limits; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly changed the limits.
10.03.04	The travel system must provide data for automatic aging outstanding travel advances based on the end of trip date and generate follow-up notices to the travelers and administrative staff concerning delinquent advances effecting payroll offsets or other means of collection.		1) Create or select outstanding travel advances residing in the system and due a follow-up notice; 2) Create or select action(s) to produce an outstanding aging report and generate follow-up notices; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly aged the travel advance based on the end of trip date; 7) Verify the system generated follow-up notices to the travelers and administrative staff concerning delinquent advances for collection.
10.03.05	The system must be able to process travel advances for direct deposit or give the traveler cash or cash equivalents such as cash, travelers checks, and third party drafts.		1) Create or select several travel advances with various methods of payments (as listed in the FFMR); 2) Create or select action(s) to process the request for travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system processed each request for advance of travel using the method of payment requested.

10.03.07	The travel system must provide for limiting the allowed advance based upon transportation method (Government Transportation Request vs. non-GTR), subsistence rates, miscellaneous expenses, and traveler possession of or eligibility for a charge card.		1) Create or select several requests for travel advance payment; 2) Create or select action(s) to enter the appropriate information into the system for the requests for travel advance payments; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system computes the correct amount of the advance (including a requested amount less than the maximum) based on the limits in the FFMR.
10.03.10	The travel system must provide for reporting to the Internal Revenue Service (IRS) delinquent travel advances as taxable income to the traveler.		1) Create or select delinquent travel advance(s) for reporting to the Internal Revenue Service (IRS); 2) Create or select action(s) to generate a report(s) to the IRS on delinquent travel advances; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report(s); 6) Verify the report(s) shows the delinquent travel advance information for reporting to the IRS as taxable income to the traveler.
4: Travel Vouchers			
10.04.01	The travel system must provide for input by both travelers and designated officials at central and/or remote locations.		1) Determine central and remote locations authorized to input travel information; 2) Determine the appropriate designated officials at the locations; 3) Create or select several travel vouchers for input; 4) Create or select action(s) for input by the traveler and the designated official from both central and remote locations; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows both the traveler and designated officials correctly processed the data at the locations.
10.04.03	The travel system must provide the capability to display defined messages to the user regarding required receipts for lodgings and authorized expenses incurred costing $75 or more, unused tickets, refunds, certificates, or any other supporting documentation that may be needed.		1) Create or select one or more travel vouchers for processing that include the items listed within the FFMR; 2) Create or select action(s) to process the vouchers, receipts, and expenses; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system displayed messages to the user regarding the items listed within the FFMR during input of the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly processed the vouchers.
10.04.04	In order to expedite the liquidation of an outstanding advance the travel system must be able to process partial claims against travel orders. (A travel order is the basis for a traveler's reimbursement.)		1) Create or select a travel order with an advance paid for the entire period of the order; 2) Determine a period of time to use in processing a partial travel settlement claim against the travel advance; 3) Create or select action(s) to process the partial travel settlement claim; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system processed the travel settlement claim against the outstanding advance; 8) Verify the system correctly reduced the outstanding advance.
10.04.06	The travel system must provide the capability to calculate authorized mileage allowances and per diem amounts based on TDY location and other related information.		1) Select several different Temporary Duty (TDY) location(s); 2) Determine the mileage allowance and per diem for each location; 3) Create or select several travel vouchers for processing that include computation of a mileage allowance and per diem from different TDY locations; 4) Create or select action(s) to process the vouchers; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly calculated the mileage allowance and per diem allowances based on the posted rates for the different TDY locations.
10.04.07	The travel system must provide the capability to draw upon the information reflected on the travel authorization and/or government cash advance provided to the traveler, and using that information the system should prepare the voucher/claim as required.		1) Create or select a travel settlement voucher for processing; 2) Create or select action(s) to process the travel claim; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system provides adequate direction and provides prompts to lead the user through the program and collect the necessary information to prepare the voucher; 6) Produce a copy of the travel settlement voucher; 7) Verify the settlement voucher shows the system included previously entered data from prior transactions into the calculations correctly computed settlement of the travel voucher.
10.04.11	The travel system must process amended vouchers with appropriate reviewing and approving controls and provide the capability to update related systems modules.		1) Create or select an amended travel settlement voucher claim for processing; 2) Create or select action(s) to process the amended claim; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Select appropriate reviewing and approving controls; 6) Produce a copy of the amended travel settlement voucher; 7) Verify the amended travel settlement voucher shows the system correctly computed the amended portion only for payment and did not include previously settled data from the original travel settlement voucher claim; 8) Verify the system updated related systems modules with the amended traveler information.
			1) Create or select an amended travel settlement voucher claim for processing; 2) Create or select action(s) to amend the travel voucher without the appropriate reviewing and approving controls; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the systems prevents the processing of the amended travel settlement voucher and the updating of the related system modules with the amended traveler information.
10.04.12	The travel system must provide the traveler with the capability to create and modify travel vouchers before final approval. The voucher then would be transferred to the approving official. The approving official would either deny and remand it to the traveler or approve it and forward it for payment.		1) Create or select two travel settlement voucher claims that have been processed pending final approval; 2) Determine data to modify one of the vouchers; 3) Create or select action(s) to modify the selected travel voucher; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Forward both travel vouchers to the approving official for final determination and approval; 7) As the approving official, deny one travel voucher and remand it back to the traveler for correction and approve the remaining travel voucher for continued processing and payment.

10.04.13	The travel system must have a tracking system that will allow travelers and payment offices to determine the status of any voucher/claim.		1) Create or select several travel vouchers at different stages of processing; 2) Create or select action(s) to produce a report/query on the status of the travel vouchers; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system properly determines the status of the voucher/claim for use by the traveler and payment offices.
10.04.14	The travel system must provide for the generation of notices to the traveler when information has not been submitted in a timely manner.		1) Determine the agency policy for the generation of travel notices when information has not been submitted in a timely manner; 2) Create or select an outstanding travel voucher(s) previously processed but missing information; 3) Create or select action(s) to generate a notice to the traveler of the missing information; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the notices; 7) Verify the notices produced contain the required information to inform that traveler to submit the missing information and the time period of allowed for submission.
10.04.18	The system must provide for matching of travel vouchers with the travel authorizations and/or centrally issued passenger tickets and provide for audit of the claim in accordance with the Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR) for temporary duty travel of all civilian agency government travelers. (The Joint Travel Regulations (JTR) implement the FTR and DSSR for all DoD civilian employees.)		1) Create or select a completed travel settlement voucher claim that includes a centrally issued passenger ticket; 2) Create or select action(s) to produce a report/query to reconcile the travel voucher to the travel authorization and the travel authorization to the ticket; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system correctly produces data to perform an audit of the travel settlement claim.
10.04.19	The travel system must integrate the issuance and control of the travel advances with the travel voucher payment process to ensure that the advance is liquidated or collected prior to the issuance of a payment to the traveler; also provide the capability not to liquidate when the traveler has been authorized a "retained" travel advance in accordance with FTR 301-51.		1) Create or select a travel settlement voucher claim for processing with an advance travel payment previously paid; 2) Create or select action(s) to process the travel settlement voucher; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the travel settlement voucher; 6) Verify the travel settlement voucher shows the outstanding travel advance was included for liquidation in the computation of the settlement of final payment.
			1) Create or select a travel settlement voucher claim for processing with a retained advance; 2) Create or select action(s) to process the travel settlement voucher; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the travel settlement voucher; 6) Verify the travel settlement voucher shows the retained advance was not was not included for liquidation in the computation of the settlement of final payment.
10.04.20	The travel system must provide for a random sampling of travel vouchers for voucher audits, information requirements, or other purposes based on criteria as determined by the agency. (Statistical sampling requirements are contained in GAO's Title 7.)		1) Create or select a random number of travel settlement vouchers for sampling methodology (e.g., percentage, dollar amount, type); 2) Create or select action(s) to produce a report/query of the travel voucher information for each of the travel settlement vouchers selected; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows all the travel settlement voucher information is present.
10.04.21	The travel system must maintain and report travel obligation and liquidation information.		1) Create or select a random number of travel settlement vouchers for review; 2) Create or select action(s) to produce a report/query of the obligation and liquidation information from each of the selected travel settlement vouchers selected; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows all the obligation and liquidation information is present.
10.04.23	The travel system should provide the capability to process more than one Relocation Income Tax allowance if reimbursement is received in more than one calendar year.	See test scenario 10.09.44/45, for calculation part.	1) Create or select a transfer activity with Relocation Income Tax Allowance (RITA) where reimbursement is received in more than one year. 2) Create or select action(s) to process the activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly processed the RITA for each year.
10.04.24	The travel system must allow for recording the date of departure from, and arrival at, the official duty station or any other place when travel begins, ends, or requires overnight lodging.		1) Create or select a travel voucher for processing that includes at least one (1) overnight lodging; 2) Create or select action(s) to record the date of departure from the official duty station or other selected place of departure; 3) Create or select action(s) to record the date of arrival (travel ends) at the official duty station or selected place of arrival; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system captures the departure from and arrival at dates for all locations where travel begins, ends, or requires overnight lodging.

10.04.25	The travel system must provide the capability to compute M&IE allowance rates based on travel completed:
	 a. More than 12 hours but less than 24 - 75 percent of the applicable M&IE rate,
	 b. 24 hours or more, on:
	   -Day of departure -75 percent of the applicable M&IE rate;
	   -Full days of travel - 100 percent of the applicable M&IE rate;
	   -Last day of travel - 75 percent of the applicable M&IE rate; and
	 c. Meals provided in accordance with FTR 301-11.
			1) Create or select a travel voucher, which includes meals, for travel of more than 12 hours and less than 24 hours; 2) Create or select action(s) to process the voucher; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system computes M&IE rate as 75% of the applicable M&IE rate, and meals in accordance with FTR 301-11.

			1) Create or select a travel voucher, which includes meals, for travel of more than 24 hours; 2) Create or select action(s) to process the voucher; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query'; 6) Verify the report/query shows the system computes M&IE rate as given in the FFMR, and meals in accordance with FTR 301-11.

10.04.26	The travel system must provide information to allow for offset of funds to indebtedness through salary offset, a retirement credit, or other amount owed the employee.	This information is what goes in the file to A/R for 10.04.15.	Create/maintain all pertinent information to allow for the items listed in the FFMR.
10.04.27	The system must allow entering approved or official subsistence rates and mileage allowances when not available in the travel system.		1) Determine an official subsistence and mileage rates not available within the system for processing; 2) Create or select a travel voucher for processing; 3) Create or select actions to process direct inputs of the subsistence and mileage rates into the travel voucher; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transactions; 6) Verify the system allowed the direct inputs of the rates; 7) Produce the travel voucher; 8) Verify the travel voucher shows the system computed the subsistence and mileage allowances correctly.
10.04.31	The travel system must provide the capability to calculate authorized mileage allowances and per diem amounts (including for non-work days, interrupted travel and reduced per diem rates) based on TDY location and other related information.		1) Select several different Temporary Duty (TDY) location(s); 2) Determine the mileage allowance and per diem for each location; 3) Create or select several travel vouchers for processing that include computation of a mileage allowance and per diem from different TDY locations; 4) Create or select action(s) to process the vouchers; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system correctly calculated the mileage allowance and per diem allowances (including for non-work days, interrupted travel and reduced per diem rates) based on the posted rates for the different TDY locations.
5: Local Travel			
10.05.01	The travel system must produce the local travel voucher by entering selected data into the system to activate an obligation and payment of local travel.		1) Create or select a local travel voucher for processing by entering selected data into the system; 2) Create or select action(s) to enter the data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system activated an obligation; 6) Produce the local travel voucher; 7) Verify the voucher shows the system computes the payment of local travel.
10.05.04	The travel system must be able to allow the user to assign the appropriate accounting classification data to update the accounting system.		1) Determine accounting classification data for assignment to update the accounting system; 2) Create or select a local travel voucher for processing; 3) Create or select action(s) to assign accounting classification data to the local travel voucher; 4) Create or select transaction(s to process the selected action(s); 5) Process the transaction(s); 6) Produce the local travel voucher; 7) Verify the travel voucher shows the system correctly assigned the selected accounting classification data.
10.05.07	The travel system must provide the capability to compute mileage allowances.		1) Create or select a local travel voucher on which mileage allowance is payable; 2) Create or select action(s) to process the mileage allowance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the local travel voucher; 6) Verify the travel voucher shows the system calculated the mileage allowance correctly.
10.05.08	The travel system must provide for funds availability.		1) Create or select several local travel documents for processing where sufficient funds are/are not available; 2) Create or select action(s) to process the documents; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system generates an advisory of the status of funds.
6: Sponsored Travel			
Non-Federal Sponsored Travel			
10.06.01	The travel system must track and report the sponsored travel process for the acceptance of payment in-cash or in-kind acceptance of services from non-federal sources to defray in whole or in part the travel or related expenses of Federal employees in accordance with FTR 304.		1) Create or select a sponsored travel request; 2) Create or select action(s) to process the travel request; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system is capable of tracking the request, as a sponsored travel, through the entire travel process; 6) Produce the travel voucher; 7) Verify the travel voucher shows the system records the receipt of cash or in-kind payment from the sponsoring organization.
10.06.03	The system must ensure that sponsored travel be administratively approved prior to final approval of the travel order.		1) Create or select a sponsored travel order request for processing; 2) Create or select action(s) to initiate the approval process; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system requests an administrative approval prior to the final approval of the order.
10.06.05	The travel system should provide the capability to indicate the amounts and entitlements to be paid by the government and those to be paid by the sponsoring organization and show estimated amounts where actual amounts are unknown.		1) Create or select a sponsored travel request(s) where some actual amounts/entitlements are unknown; 2) Create or select action(s) to process the request(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a query showing the authorization amount and entitlements; 6) Verify the query shows the system segregates the amount and entitlements between government and sponsoring organization; 7) Verify the unknown amount/entitlement is recorded at the estimated amount.

10.06.07	The travel system must provide the capability to generate the appropriate sponsored travel accounting transactions to reflect the cost of the trip to be funded by the government and transactions to record the receipt of income from non-federal sources. (As a value-added feature, this could be linked with an Accounts Receivable System.)		1) Create or select a sponsored travel voucher request(s) for processing; 2) Create or select action(s) to process the request; 3) Provide the data necessary to record the accounting transactions (both direct and reimbursable); 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the travel voucher; 7) Verify the travel voucher shows the data identifies the cost of travel funded by the government and sponsoring organization and its receipt of income.
7: Interface Requirements			
10.07.01	The travel system must provide travel activity transactions to the Core Financial System by generating accounting transactions as needed.		1) Create or select a sample of travel activities for processing; 2) Create or select action(s) to process the travel activities to the Core Financial System; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system provides travel activity transactions to generate the proper accounting transactions, as needed.
10.07.02	The travel system must provide travel activity transactions to the Core Financial System by updating funds control.		1) Create or select a sample of travel activities for processing; 2) Create or select action(s) to process the travel activities to the Core Financial System for updating funds control; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system provides travel activity transactions to update funds control.
10.07.03	The travel system must provide travel activity transactions to the Core Financial System by updating the standard general ledger.		1) Create or select a sample of travel activities for processing; 2) Create or select action(s) to process the travel activities to the Core Financial System; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system provides travel activity transactions to update the standard general ledger.
10.07.04	The travel system must provide travel activity transactions to the Core Financial System by generating disbursement actions by electronic funds transfer (EFT).		1) Create or select a sample of travel activities for processing; 2) Create or select action(s) to process the travel activities to the Core Financial System; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system provides travel activity transactions to generate disbursement actions by EFT.
10.07.05	The travel system must provide a standard record format for interface of transactions from the travel system to the core financial systems.		Verify the travel activity actions produced in the scenarios 10.07.01 - 10.07.04 are in standard record format for interface to the Core Financial System.
10.07.07	The travel system must provide for recording sufficient airline ticket information that is essential to the airline ticket payment process so that the accounting office may review the information, verify the amount cited on the airline bill, and determine if a refund is due or reconcile other ticketing differences so that correct payment is made.		1) Determine procedures for interfacing airline ticket info between the travel and accounting systems; 2) Create or select travel system transaction(s) produce airline ticket info; 3) Process the transaction(s); 4) Produce a report/query; 5) Create or select transaction(s) to initiate the transfer of airline ticket info to the accounting system (if no automatic interface currently resides in the travel system; 6) Process the transaction(s); 7) Create or select action(s) to generate a report in the accounting system of the airline ticket info received from the travel system; 8) Create or select transaction(s) to process the action(s); 9) Process the transaction(s); 10) Produce a report; 11) Verify the report shows the travel system transmitted essential airline ticket info (ticket amount, invoice number, individual ID of traveler) to the accounting system; 12) Verify the accounting system system can use the info received to determine if a refund is due or reconcile other ticket differences so correct payment is made.
10.07.12	The travel system must provide travel activity transactions to the core financial system by updating subsidiary systems/ modules.		1) Create or select a sample of travel activities; 2) Create or select action(s) to process the travel activities; 3) Create or select transaction(s) to process the select action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system provides travel activity transactions to update systems/modules.
10.07.13	The travel system must provide interfaces with the accounts receivable module to allow salary offsets or the generation of management reports. This will support fiscal period cut-off or a demand for interim period reports.		1) Determine the interface procedures between the travel system and the Accounts Receivable (A/R) module to allow salary offsets or the generation of management reports; 2) Create or select interface action(s) (providing the system does not automatically transmit the data) to create an output file for transmission to the accounts receivable module; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a copy of the output file; 6) Verify the output file shows the system provides the essential information needed to allow salary offsets or the generation of management reports; 7) Verify the A/R module received the output file.
8: Reporting			
10.08.09	The travel system must provide the capability to download data to spreadsheets or other analytical tools, and using those tools, provide the capability to run on-demand analysis reports (e.g. travel and cost comparisons).		1) Determine the travel systems capability to download data to spreadsheets or other analytical tools; 2) Create or select travel data for download; 3) Create or select action(s) to initiate the download; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce the spreadsheets; 7) Verify the spreadsheets contain the data.

10.08.12	The travel system must provide travel data to GSA for oversight in accordance with FTR 300-70, Agency Reporting Requirements.		1) Determine the interface procedures between the travel system and the GSA; 2) Create or select interface action(s) (providing the system does not automatically transmit the data) to create an output file for transmission to the GSA; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a copy of the output file; 6) Verify the output file shows the system provides the essential information needed in accordance with FTR 300-70, Agency Reporting Requirements; 7) Verify GSA received the output file.
9: Temporary/Permanent Change of Station			
For this section, the term "transfer" means all temporary or permanent changes of station.			
10.09.02	The system must provide the capability to capture the effective date of the transfer.		1) Create or select a change of station activity; 2) Create or select action(s) to enter the effective date of transfer; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captures the correct effective date of transfer.

10.09.03	The travel system must provide the capability to capture the time limit for beginning travel and transportation not to exceed 2 years from the effective date of the employee's transfer or appointment and not to exceed 3 years when the 2-year limitation for completion of residence (sale and purchase or lease) transactions is extended one year by the head of the agency or his/her designee.		1) Create or select a transfer activity; 2) Create or select action(s) to process the effective date of transfer and the inclusive time period (not to exceed 2 year) for completing the travel and transportation; 3) Create or select transaction(s) to process the selected transaction(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captures the effective date of transfer and the inclusive time period for completing the travel and transportation according to the regulation stated in the FFMR and does not exceed 2 year. 1) Create or select a completed residence transfer activity for processing a 1 year extension where the transferee has a residence sale and purchase or lease transaction; 2) Create or select action(s) to process the 1 year extension; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system processed the 1 year extension and updated the inclusive time period.
10.09.04	The travel system must provide the capability to capture information for the required allowance alternative option selected when two or more members of the same immediate family are employed by the government, and in applying these alternatives, provide that other members of the immediate family not receive duplicate allowances.		1) Determine allowance alternatives for processing; 2) Create or select a sample of transfer activities where two or more members of the same family are government employees; 3) Create or select action(s) to process the allowance alternatives; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system correctly processed the allowance alternatives; 8) Create or select transaction(s) to perform a negative test by attempting to process duplicate allowances for members of the same family; 9) Process the transaction(s); 10) Verify the system rejects such transactions.
10.09.05	The system must provide the capability to process reimbursement for not more than one return trip during each agreed period of service at a post-of-duty for prior return of immediate family.		1) Create or select a transfer activity where a family member has already elected a reimbursed early return for processing; 2) Create or select an additional transfer activity action(s) for processing a family member(s) early return; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system rejects the additional attempt to process transaction(s).
10.09.06	The travel system must provide the capability to provide on screen instructions or prompts as to how calculations/formulas are performed for allowances.		1) Create or select transfer activities with various allowances; 2) Create or select action(s) to process the activities; 3) Create or select transaction(s) to process the selected action(s); 4) Process the activities; 5) Verify the system provides on-screen instructions (e.g., drop down menus) for calculating the allowances; 6) Produce a report/query; 7) Verify the report/query shows the system correctly calculated the various allowances.
10.09.07	The travel system must allow for a "Remarks" field to enter comments.		1) Determine remark(s) to processing; 2) Create or select a action(s) to enter the remark(s) selected in the systems remarks field; 3) Create or selection transaction(s) to process the selected remark action(s); 4) Process the transaction(s) and enter the remark(s); 5) Produce a report/query; 6) Verify the report/query shows the system entered and retained the remark.
10.09.08	The travel system must allow for recomputing allowances and making appropriate adjustments.		1) Create or select a completed transfer activity with an allowance; 2) Create or select a action(s) to process an adjustment that changes the allowance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accurately updates the allowance.
10.09.09	The system must provide for the capability to offset entitlements against any indebtedness to the Government.		1) Create or select a transfer entitlement activity for a member with an indebtedness to government; 2) Create or select action(s) to process the entitlement activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system automatically offsets the entitlement against the indebtedness.
10.09.10	The travel system must provide for withholding Federal or Puerto Rico, state, local, hospital insurance and Federal Insurance Contribution Act (FICA) tax at the withholding rate applicable to supplemental wages on the original voucher when submitted. (Use the "gross-up formula" in FTR 302-11).		1) Determine what type of withholding deductions listed in the FFMR to use for processing; 2) Create or select a transfer activity that will include processing the withholding of deductions selected; 3) Create or select action(s) to process the activities selected for withholding of deductions; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system grosses up the supplemental wages and calculates tax withholdings and other deductions correctly for the items selected to process.
10.09.11	The travel system must maintain a record of all relocation expenses (those taxable and nontaxable), regardless of what system paid the expenses, and send a record of the expenses, including temporary assignments that are expected to exceed one year, to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement, or provided as a separate W-2 for relocation expenses. In addition, report and send the employer's matching tax amounts.		1) Create or select a transfer activity for processing; 2) Create or select action(s) to process the activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query showing all the relocation expenses; 6) Verify the report/query shows the system produced all the relocation expenses; 7) Create or select action(s) to generate an output file listing a record of those expenses to be provided for W-2 creation; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the output file; 11) Create or select transaction(s) to produce a report/query showing the employer's matching tax contribution amounts; 12) Process the transaction(s); 13) Produce the report/query; 14) Verify the report/query shows the system correctly provided the contributions.
10.09.12	The travel system must provide for the system to annually consolidate total amount of employee's WTA's, the amount of moving expense reimbursements, and RIT's paid during the applicable year and provide an itemized list to the employee to facilitate filing RIT claims and income tax returns.		1) Create or select several employee's with transfer activities over the past calendar year that included WTA's and RIT's for processing; 2) Create or select action(s) to consolidate and itemized list of the total amount of the WTA's, moving expense reimbursement, and RIT's for each employee; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query of the itemized list; 6) Verify the report/query shows the system correctly itemized the list of items.

10.09.13	The travel system must, for Allowance for House hunting trip, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's date of travel. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.		1) Create or select a transfer activity that includes a house hunting trip for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.14	The travel system must provide the capability to set, change, and apply limits on travel advances for house hunting trips as set forth in FTR 302-4.		1) Determine limits to apply to a travel advance; 2) Create or select a transfer activity that includes a house hunting trip with a travel advance authorized for processing; 3) Create or select action(s) to enter the maximum amount or limitations of the travel advance; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query show the system accepted the inputs; 8) Create or select action(s) to change the amount of limitations; 9) Create or select transaction(s) to process the action(s); 10) Process the transaction(s); 11) Create or select action(s) to perform a negative test by processing the travel advance for more than the limitation amount; 12) Create or select transaction(s) to process the selected action(s); 13) Process the transaction(s); 14) Produce a report/query; 15) Verify the report/query shows the system applied the limitation.
10.09.15	The travel system must, for Allowances for House hunting Trip, provide the capability to provide the following required information: 1) Limited to employee and/or spouse; 2) Limited to one round trip; duration authorized by the agency under FTR 302- 4, not to exceed 10 calendar days; 3) Specific distance limitations applicable to individual allowances for house hunting trips; 4) Both old and new official stations are located within the United States; 5) Not assigned to Government or other prearranged housing at new official station; 6) Old and new stations are 75 or more miles apart; 7) Not authorized for new appointees; 8) Not authorized for employees assigned under the Government Employee's Act		1) Create or select a transfer activity that includes a house hunting trip; 2) Create or select action(s) to enter the information listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Produce a report/query; 5) Verify the report/query shows the system captures the information.
10.09.16	The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses for Actual Transportation costs for employee, and for transfer per diem for employee and immediate family.		1) Create or select a transfer activity that includes an enroute travel and transportation of employee and immediate family; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captures the information.
10.09.17	The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide the capability to set, change, and apply limits on travel advances as Authorized for estimated per diem, mileage, common carrier (not less than $100) for employee and immediate family as set forth in FTR302-2, and Not Authorized for Overseas tour renewal agreement travel as set forth in FTR-302-2, separation for retirement as set forth in FTR 302-1, and Government Bill of Lading (GBL) or purchase order as set forth in FTR 302-7 and FTR 302-8.		1) Create or select several transfer activities for enroute travel and transportation of employee and immediate family, which includes authorized travel advances for each of the different items listed in the FFMR; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the action(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to perform a negative test to process the travel advance for more than the limitation amounts; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Produce a report/query; 14) Verify the report/query shows the system applied the limitations.
10.09.18	The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide the capability to capture specific distance limitations applicable to change of official station (at least 10 miles from old station).		1) Create or select a transfer activity that includes an enroute travel and transportation of employee and immediate family for processing; 2) Create or select action(s) to enter the distance limitation for change of official station; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.

10.09.19	The travel system must, for Allowance For Transportation of Household Goods, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment, and must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses, for transportation temporary storage reimbursement.		1) Create or select a transfer activity that includes transportation and temporary storage of household goods for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.20	The travel system must, for Allowance For Transportation of Household Goods, provide the capability to capture the Weight limitation, temporary storage limitations, and non-temporary storage limitations.		1) Create or select a transfer activity that includes transportation and temporary storage of household goods for processing; 2) Create or select action(s) to enter the different limitations as listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.21	The travel system must, for Allowance For Transportation of Household Goods, provide the capability to set, change, and apply limits on travel advances as authorized for transportation and temporary storage of household goods as set forth in FTR 302-8, and not authorized for non-temporary storage of household goods as set forth in FTR 302-9.		1) Create or select several transfer activities that includes transportation of and the temporary storage of household goods and an authorized travel advance for processing; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the transaction(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to perform a negative test to process the travel advance for more than the limitation amounts; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Produce a report/query; 14) Verify the report/query shows the system applied the limitations.
10.09.22	The travel system must, for Allowance For Transportation of Household Goods, provide access to Schedules of Commuted Rates and Government Bill of Lading rates for moving and storage of household goods and allow comparison.		1) Determine the procedures for accessing the Schedules of Commuted Rates and Government Bill of Lading rate charts for the moving and storage of household goods; 2) Create or select action(s) to access the rates; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system allows access to both rate charts; 6) Produce a report/query of the rate charts; 7) Verify the report/query shows the rate charts can be compared.
10.09.23	The travel system must, for Allowance for Transportation of Mobile Homes, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses. Reimbursement consists of preparation costs, over water and overland transportation, and the total can not exceed the maximum amount that would be allowable for transportation and 90 days' temporary storage of household goods.		1) Create or select a transfer activity that includes transportation of mobile homes for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.24	The travel system must, for Allowance for Transportation of Mobile Homes, provide the capability to set, change, and apply limits on travel advances set forth in FTR-302.7.		1) Create or select several transfer activities that includes transportation of mobile homes with authorized travel advances for processing; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the transaction(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to perform a negative test to process the travel advance for more than the limitation amounts; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Produce a report/query; 14) Verify the report/query shows the system applied the limitations.
10.09.25	The travel system must, for Allowance for Temporary Quarters Subsistence Expense, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer and must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses, for reimbursement utilizing the fixed and actual methods, which may be reduced both by the number of days of the house hunting.		1) Create or select a transfer activity that includes Temporary Quarters Subsistence Expense for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.26	The travel system must, for Allowance for Temporary Quarters Subsistence Expense, provide the capability to capture specific distance limitations applicable to eligibility for temporary quarters subsistence expenses Not to exceed 60 consecutive days (may extend an additional 60 consecutive days for compelling reasons), and identify employees not authorized for the allowance.		1) Create or select a transfer activity that includes Temporary Quarters Subsistence Expense for processing; 2) Create or select action(s) to enter the different limitations as listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information and identifies members not authorized for the allowance.

10.09.27	The travel system must, for Allowance for Temporary Quarters Subsistence Expense, provide the capability to set, change, and apply limits on travel advances while occupying temporary quarters as set forth in FTR 302-5.		1) Create or select several transfer activities that includes Temporary Quarters Subsistence Expense and authorized travel advances for processing; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the transaction(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to perform a negative test to process the travel advance for more than the limitation amounts; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Produce a report/query; 14) Verify the report/query shows the system applied the limitations.
10.09.28	The travel system must, for Residence Transaction Expense Reimbursement, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer. For sale of old home, purchase of new home, settlement of an unexpired lease; on a pro rated basis if not full title to the residence.		1) Create or select a transfer activity that includes Residence Transaction Expense Reimbursement for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.29	The travel system must, for Residence Transaction Expense Reimbursement, provide the capability to set, change, and apply limits on travel advances as not authorized for residence transaction expense reimbursement as set forth in FTR 302-6.		1) Create or select a transfer activity Residence Transaction Expense Reimbursement for processing; 2) Create or select action(s) to set, and apply limits on travel advances as not authorized; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the inputs; 7) Create or select action(s) to a request for a travel advance; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Verify the system prevents processing the travel advance request; 11) Create or select action(s) to change previous limits set; 12) Create or select transaction(s) to process the selected action(s); 13) Process the transaction(s); 14) Produce a report/query; 15) Verify the report/query shows the system applied the changes.
10.09.30	The travel system must, for Residence Transaction Expense Reimbursement, provide the capability to capture the settlement date time limitation (2 years from date employee reports for duty at new official station, which may extend 1 year) and identification of employees, not authorized for this reimbursement (new appointees, employees assigned under the Government Employees Training Act, and Foreign PCS employees.		1) Create or select a transfer activity that includes a Residence Transaction Expense Reimbursement for processing; 2) Create or select action(s) to enter the date the employee reports for duty at the new official station; 3) Create or select action(s) to enter the inclusive time period for completing the Residence transaction according to the regulation stated in the FFMR; 4) Create or select transaction(s) to process both transaction(s); 5) Process both transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system captured the date the employee reports for duty at the new official station and the inclusive time period for completing the residence transaction.
			1) Create or select a transfer activity that includes a Residence Transaction Expense Reimbursement for processing; 2) Create or select action(s) to enter the date the employee reports for duty at the new official station; 3) Create or select action(s) to enter the inclusive time limit for completing the residence transaction according to the regulation stated in the FFMR; 4) Create or select transaction(s) to process both action(s); 5) Process both transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system captured the date the employee reports for duty at the new official station and the inclusive time limit for completing the residence transaction; 8) Create or select action(s) to process a one (1) year extension; 9) Create or select transaction(s) to process the selected action(s); 10) Process the transaction(s); 11) Produce a report/query; 12) Verify the report/query shows the system updated the time limit for completing the residence transaction(s).
10.09.31	The system must, for Allowance for Relocation Services, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effect date of transfer, allowing for relocation services as a substitute for relocation allowances authorized (e.g. household goods management services as a substitute for transportation of household goods).		1) Create or select a transfer activity that includes Relocation Services for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.32	The system must, for Allowance for Miscellaneous Expense, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses, for minimum and Actual Reimbursements.		1) Create or select a transfer activity that includes Misc. Expense for processing; 2) Create or select transaction(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected transaction(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.

10.09.33	The travel system must, for Allowance for Miscellaneous Expense, provide the capability to set, change, and apply limits on travel advances as not authorized for miscellaneous expenses allowance as set forth in FTR-302-3.		1) Create or select several transfer activities that includes Misc. Expense where a travel advance is not authorized for processing; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the transaction(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to process a request for travel advance; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Verify the system does not allow a travel advance to be processed.
10.09.34	The travel system must, for Allowance for Miscellaneous Expense, provide the capability to capture required information to identify employees not authorized to receive the allowance (employee's first assignment unless to an overseas location, new appointees, employees assigned under the Government Employees Training Act, and employees returning from overseas assignments for the purpose of separation).		1) Determine the required information needed to identify employees that are not authorized to receive an Allowance for Miscellaneous Expenses; 2) Create or select one transfer activities for each item listed in the FFMR for processing; 3) Create or select action(s) enter to required information; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system captured the required information to identify the information needed to not authorize the Allowance for Misc. Expenses.
10.09.35	The travel system must, for Allowance for Property Management Services, provide the capability to capture the following required information: -Optional use by employee -Authorized to transfer to foreign area/transferred back to a different non-foreign area -Agency pays for services offered by a company which assist the employees transferred to a non-foreign area from a foreign area in retaining and renting, rather than selling residence at Government expense - Up to a maximum of 24 months (2 years from effective date of transfer) - Agency may offset any expenses paid against subsequent reimbursement for sale of residence.		1) Create or select a transfer activity that includes a property management service for processing; 2) Create or select action(s) to enter the information listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.36	The travel system must for Allowance for the Transportation of Privately Owned Vehicle (POV), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Agency pays entire costs from point of origin to destination - Commercial means - Government means as space available		1) Create or select a transfer activity that includes Transportation of Privately Owned Vehicle (POV) for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.37	The travel system must, for Allowance for Transportation of Privately Owned Vehicle (POV), provide the capability to set, change, and apply limits on travel advances for transportation and emergency storage of employee's privately owned vehicle (POV) as set forth in FTR 302-10.		1) Create or select several transfer activities that includes Transportation and Storage of Privately Owned Vehicle (POV) with an authorized travel advance for processing; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the transaction(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to perform a negative test to process the travel advance for more than the limitation amounts; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Produce a report/query; 14) Verify the report/query shows the system applied the limitations.
10.09.38	The travel system must, for Allowance for Transportation of Privately Owned Vehicle (POV), provide the capability to capture restriction for Both outside U.S. and with Conus, and that rental car is not allowed At either duty station.		1) Determine the restrictions for both outside the U.S. and within Conus for an Allowance for Transportation of Privately Owned Vehicle (POV); 2) Determine the restrictions for authorizing a rental car at either duty station; 3) Create or select several transfer activities for each item listed in the FFMR with Transportation and Storage of Privately Owned Vehicle (POV) for processing; 4) Create or select action(s) to process the activities; 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system captured the required information to restrict the allowance for Transportation and Storage of POV.

10.09.39	The travel system must, for Withholding Tax Allowances, provide the capability to calculate in Year 1 a gross-up formula (compensate the employee for the initial tax, the tax on tax, etc.) for a Withholding Tax Allowance (WTA) payment amount to cover the employee's Federal or Puerto Rico withholding tax each time covered moving expense reimbursements are made, excluding other withholding tax obligations.		1) Determine what type of withholding deductions listed in the FFMR to use for processing; 2) Create or select a transfer activity that will include processing the withholding of deductions selected for processing; 3) Create or select action(s) to process the activities selected for withholding of deductions; 4) Create or select the transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system grosses up the supplemental wages and calculates tax withholdings and other deductions correctly for the items selected to process.
10.09.40	The travel system must, for Withholding Tax Allowance, provide the capability of processing more than one WTA if reimbursement for moving expenses is received in more than 1 calendar year.		1) Create or select transfer activities with Withholding Tax Allowance in multiple years for processing; 2) Create or select action(s) to process the activities; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system grosses up the moving expense reimbursement for each year and calculates tax withholding allowance correctly using the applicable rate.
10.09.41	The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to capture the following Limited expenses or allowances covered by RIT: - house hunting trip - en route travel according to current IRS regulations - household goods shipment (including temporary storage over 30 days) - non-temporary storage expenses (before October 12, 1984) - mobile home/boat movement - temporary quarters - residence transactions (real estate) expense reimbursement - relocation services which constitute income to the employee - miscellaneous expenses allowance - property management services allowance - employees it is not authorized for		1) Create or select a transfer activity that includes a Relocation Income Tax Allowance for processing; 2) Create or select action(s) to enter the Limited expenses or allowances listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.42	The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to set, change, and apply limits on travel advances as not authorized for relocation income tax (RIT) allowance as set forth in FTR 302-11.		1) Create or select several transfer activities that includes Relocation Income Tax (RIT) Allowance where a travel advance is not authorized for processing; 2) Create or select action(s) to enter the maximum amounts or limitations of the travel advance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepted the transaction(s); 7) Create or select action(s) to change the amounts or limitations; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Create or select action(s) to process a request for travel advance; 11) Create or select transaction(s) to process the selected action(s); 12) Process the transaction(s); 13) Verify the system does not allow a travel advance to be processed.
10.09.43	The travel system must, for Relocation Income Tax (RIT) Allowance, allow for processing RIT claims involving two or more States with the selection of applicable taxing situations (average, highest, sum of the applicable state / local marginal tax rate) to determine applicable single State /Local Marginal Tax Rate.		1) Create or select several transfer activities with Relocation Income Tax Allowance involving multiple states, and each different taxing situation for processing; 2) Create or select action(s) to process the activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly determines the single State/Local Marginal Tax Rate.
Combined high level scenario for 10.09.44 and 10.09.45:			
10.09.44	The travel system must, for Relocation Income Tax (RIT) Allowance, Provide the capability calculate formulas for a Combined Marginal Tax Rate (CMTR) which includes a single rate for Federal or Puerto Rico Marginal Tax Rate, State's Marginal Tax Rate (applicable when States do not allow deduction of moving expenses), and Local Marginal Tax Rate.		1) Create or select a transfer activity with Relocation Income Tax Allowance involving all three taxes listed in FFMR 10.09.44 crossing two years for processing; 2) Create or select action(s) to process the activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculates the formula for a Combined Marginal Tax Rate for Year 1 and Year 2.
10.09.45	The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to calculate a CMTR formula for Year 1 and for Year 2. (Formula adjusts the State and local tax rates to compensate for their deductibility from income for Federal or Puerto Rico tax purposes).		

10.09.46	The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to calculate State gross-up formulas to be used when States do not allow deduction of moving expenses.		1) Create or select a transfer activity with a Relocation Income Tax Allowance in a State that does not allow deduction of moving expenses for processing; 2) Create or select action(s) to process the activity; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) produce a report/query; 6) Verify the report/query shows the system calculates the gross-up formula for non-deductible moving expenses.
10.09.47	The travel system must, for Relocation Income Tax (RIT) Allowance, allow for entering appropriate data for income level and filing status.		1) Create or select a transfer activity that includes a Relocation Income Tax Allowance for processing; 2) Create or select action(s) to enter appropriate information as listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.48	The travel system must, for Home sale Program/ Home marketing incentive payments provide the capability to calculate maximums or limitations applicable to the following incentives: Agency pays transferred employee home marketing incentive for finding a bona fide buyer for employee's residence. May not exceed the lesser of: a. Five percent (5%) of the price the relocation services company paid the employee for residence, OR b. Actual savings the agency realized from the reduced fee/expenses it paid to the relocation services company.		1) Create or select a transfer activity that includes Home Sale Program/Home Marketing Incentive Plan for processing; 2) Create or select action(s) to enter (a) the maximum amount or limitations of reimbursement, (b) the method of reimbursement and its pertinent information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.49	The travel system must, for Home sale Program/ Home marketing incentive payments provide the capability to capture the following required information: employee use relocation services companies under contract with the Government.		1) Create or select a transfer activity that includes a Home Sale Program/Home Marketing Incentive Plan for processing; 2) Create or select action(s) to enter information listed in the FFMR; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captured the information.
10.09.50	The travel system must provide for the capability to display defined messages to the traveler and/or travel administrator regarding statements, justifications, and certifications.		1) Determine the defined messages to display regarding statements, justifications, and certifications to the traveler and/or travel administrator for review; 2) Create or select several travel activities already entered into the system for processing: 3) Create or select action(s) to display defined messages to the traveler and/or the travel administrator regarding statements, justifications, and certifications; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system displays the defined messages as required.
10: System Administration			
10.10.02	The travel system must provide for flexible operational capability to allow for daily, weekly, biweekly, monthly, quarterly, and annual processing requirements.		1) Determine the processing requirements for the system; 2) Determine the travel activities to process in the system; 3) Create or select transaction(s) to process the travel activities selected for the time periods listed in the FFMR for processing; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system processed the selected activities for the time periods listed in the FFMR.
10.10.07	The travel system must provide the capability for backup and recovery of transactions.		1) Obtain the systems backup and recovery procedures; 2) Create or select transaction(s) to perform a backup of travel action(s) for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system backed up the transaction(s) per the backup and recovery procedures.
			1) Obtain the systems backup and recovery procedures; 2) Create or select action(s) to perform a recovery of backed up travel action(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system recovered the backed up transaction(s) per the backup and recovery procedures.

Chapter 14: Audit Trails and System Controls

1: Audit Trails (Transaction Documentation)

14.01.20	A system must record the number, type, and dollar amount of transactions received from each customer, including those transactions generated by DFAS. It must also ensure that all transactions are processed in a timely manner and entered accurately into the finance and accounting systems.	For interfacing transactions: this is a system admin. function.	1) Obtain a listing of incoming interfacing or manual transactions; 2) Create or select action(s) (manual and interfaces) to process and capture the date, number, type, and the dollar amount; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Obtain or produce the daily transaction report; 6) Verify the daily transaction report shows the system processed, recorded, and reported of all incoming transactions.

14.01.21	A system must identify transactions failing to pass edits and/or otherwise not entered so that they are controlled, assigned for research and correction by DFAS and/or the customer, and, whenever feasible, recorded temporarily in a suspense account in the accounting system.	This FFMR is related and should be tested in conjunction with 14.01.14 and 14.01.15.	1) Determine what causes transaction(s) to fail to pass edits; 2) Create or select action(s) that will demonstrate (a) the system detects transactions failing edits such as disbursements that do not match obligation or receipts without a corresponding receivable and (2) show the system identifies and records those transactions in a suspense account; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system can identify transaction(s) failing to pass edits.
14.01.24	Major sources of data provided to the accounting and reporting systems must be documented and a copy of the documentation provided to the customer for their information and appropriate action, if required.		1) Obtain the procedural guidance to be used (i.e., MOA/MOU's) for (a) documenting major sources of data received or (b) documentation received containing similar information for all the system interfaces (automated and manual); 2) Determine the procedures for providing this information to the customer for their information and action.
14.01.27	The number, type, and dollar amount of transactions transmitted by the customer, must be received and tracked by the system to ensure they are properly process and recorded.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
14.01.28	The system must include all transactions received from customers, as well as generated by DFAS, with the effective date of the current reporting period in the data reported for that reporting period.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
2: Systems Controls and Documentation			
14.02.11	Financial management systems must incorporate the appropriate security controls that will ensure compliance with the Computer Security Act of 1987 and OMB Circular A-130.		1) Obtain and review the systems security certification reports, System Security Authorization Agreement (SSAA), and audit trail logs; 2) Create or select action(s) to display the systems security controls currently in place; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system incorporates the appropriate security controls to ensure compliance with the Computer Security Act of 1987 and OMB Circular A-130..
14.02.12	All documentation for the system (software, system, operations, user manual, operating procedures, etc.) shall be kept up-to-date and readily available for examination.		1) Obtain the following documentation: (a) systems software; (b) system operations; (c) system user manual; and the (d) system operating procedures; 2) Determine the procedures used to keep the documentation up-to-date and readily available for examination.
14.02.13	A system's user documentation shall be in sufficient detail to permit a person with a general knowledge of the agency's programs and systems to obtain a comprehensive understanding of the entire operation of the system.		1) Obtain a copy of the user documentation; 2) Review documentation (by someone with a general knowledge of the agency's programs and systems); 3) Verify the inclusion of system functionality is in sufficient detail to provide a comprehensive understanding of each functionality.
14.02.14	The system's technical system documentation such as requirements documents, systems specification and operating instructions shall be adequate to enable technical personnel to operate the system in an effective an efficient manner.		1) Obtain a copy of the user documentation; 2) Review documentation (by someone with a general knowledge of the agency's programs and systems); 3) Verify the inclusion of system functionality is in sufficient detail to provide a comprehensive understanding of each functionality.
14.02.15	On going maintenance of the financial management system shall be performed to enable the system to continue to operate the system in an effective manner.		1) Obtain and review the systems on-going maintenance procedures (including maintenance log, if available); 2) Create or select action(s) to perform on-going maintenance; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the on-going maintenance procedures can be performed.
14.02.16	An overall design for financial and mixed systems shall be based on the financial and programmatic information and processing needs of the agency.		DFAS-DSMA is assessing the status of this FFMR. Contact DFAS-DSMA at 703-607-5069 (DSN 327-5069) with any questions regarding this.
14.02.44	The system environment must provide for adequate training and appropriate support to the users based on the level, responsibility and roles of individual users, to enable the users of the systems at all levels to understand, operate and maintain the system.		1) Determine the various type of training that can be provided; 2) Obtain the training materials developed; 3) Obtain the training schedules; 4) Review the OT results, if available.
3: General Controls			
In v.4, the requirements in this subsection were finalized too late for the Work Group to write scenarios for them to include in this spreadsheet; although some that were moved have associated scenarios written before they were moved. The Work Group will write (and reveiw those already written) at a later point, and the those will be added to this spreadsheet then.			

14.03.01	Upon completion of a system's implementation tests, an agency official must certify the results of the tests demonstrate that the installed security safeguards are adequate for the application.		Review System Security Authorization Agreement (SSAA) for certification.
14.03.02	The accreditation of a system must be supported by a certification plan, a risk analysis of the system in its operational environment, an evaluation of the security safeguards, and a certification report, all approved by the DAA, and a vulnerability assessment. Accreditation of computers embedded in a system may be at the system level.		
14.03.03	Changes affecting the security of a system must be anticipated. Any changes to the system or associated environment that affect the accredited safeguards or result in changes to the prescribed security requirements shall require reaccreditation. Reaccreditation shall take place before the revised system is declared operational. Minimally, a system shall be reaccredited every 3 years, regardless of changes. There shall be an evaluation plan for the system showing progress towards meeting full compliance with stated security requirements through the use of necessary computer security safeguards.		
14.03.04	All Agencies shall implement and maintain a program to assure that adequate security is provided for all agency information collected, processed, transmitted, stored or disseminated.		1) Review system access report, Intrusion Detection Report, security requirements for intranet, internet, data warehouse, electronic commerce, and the application SSAA; 2) Verify that adequate security is provided.
14.03.05	Each designated approving authority (DAA) shall implement and maintain the DITSCAP for security C&A of DoD Component and DoD contractor IT systems and networks under their jurisdiction		
14.03.06	Use a disciplined life cycle approach to manage information resources form acquisition to retirement. Every acquisition program shall establish program goals-thresholds and objectives-for the minimum number of cost, schedule, and performance parameters that describe the program over its life cycle. Security policy shall be considered throughout the life cycle of a system from the beginning of concept development, through design, development, operation, and maintenance until replacement or disposal.		
14.03.07	The system developer is responsible for ensuring the early and continuous involvement of the users, information system security officers, data owners, and DAA(s) in defining and implementing security requirements of the system. There shall be an evaluation plan for the system showing progress towards meeting full compliance with stated security requirements through the use of necessary computer security safeguards and system controls. The Operational Test Agency (OTA) shall test and evaluate all hardware and software alterations that materially change system performance (operational effectiveness and suitability). This includes system upgrades and changes to correct deficiencies identified during Test and Evaluation.		
14.03.08	Each file or data collection in the system shall have an identifiable source throughout its life cycle. Its accessibility, maintenance, movement, and disposition shall be governed by security clearance, formal access approval, and need-to-know.		
14.03.09	Ensure that data ownership is established for each systen, to include accountability, access rights, and special handling requirements.		
14.03.10	Incorporate personal security controls such as: separation of duties, least privilege and individual accountability into the application and application rules as appropriate.		

14.03.11	Contingency plans and backup fucntions shall be developed and tested to provide reasonable continuity of system support if events occur that prevent normal operations. If data is modified or destroyed, procedures must be in place to recover. The plans should be tested periodically under realistic operational conditions.		
14.03.12	Where required, as specified in OMB Circular No. A-130 (reference (j)), a program for developing and testing contingency plans shall be established to ensure that system security controls function reliably and, if not, that adequate backup functions are in place to ensure that security functions are maintained continuously during interrupted service. If data is modified or destroyed, procedures must be in place to recover. The objective of contingency planning is to provide reasonable continuity of system support if events occur that prevent normal operations. The plans should be tested periodically under realistic operational conditions.		
14.03.14	An accounting system shall protect government information commensurate with the risk and magnitude of harm that could result from the loss, misuse, unauthorized access to, or modification of such information.		
14.03.15	An accounting system shall record, preserve, and make accessible sufficient information to: (1) ensure the adequate management and accountability of an agency program, and (2) protect the legal and financial rights of the Federal Government.		
14.03.16	An accounting system shall have records management and archival functions built into the design, development, and implementation of the information system.		Not Testable: The FFMR states NOT to collect any unnecessary data but it's not specific.
14.03.17	An accounting system shall collect or create only the information necessary for the proper performance of agency functions and which has practical utilities.		1) Identify system processes and determine if an electronic data collection technique is used; 2) if they do not use the electronic collection technique, analyze the collection method used to determine if using an electronic collection technique would impact the burden, efficiency, cost and service.
14.03.18	An accounting system must use electronic collection techniques where such techniques reduce the compliance burden on the public, increase the efficiency of government programs, reduce the cost to the government and the public, and/or provide better service to the public.		Produce a report/query on financial activities such as financial statements, data calls, output files sent to other systems.
14.03.19	An accounting system must provide adequate and proper documentation of agency financial activities.		1) Determine the confidential information in the system; 2) Determine the user roles having access to such information; 3) Perform a negative test by having an unauthorized user attempt to access the confidential information and verify system's rejection of such access.
14.03.20	An accounting system shall limit the sharing of information that identifies individuals or contains proprietary information to that which is legally authorized, and impose appropriate conditions on use where a continuing obligation to ensure the confidentiality of the information exists.		
14.03.21	An accounting system must be designed and documented in a manner that ensures effective and accurate operations. The design should allow easy modification as the system's environment changes.		1) Determine the data requirement for the operation; 2) Obtain the system's record layout; 3) Verify the system's record layout matches the data requirements; 4) Verify the incoming data is limited to the system's record layout.
14.03.22	A system must limit collection of information, which identifies individuals to that which is legally authorized and necessary for the proper performance of agency functions.		
14.03.23	Appropriate administrative, physical, and technical safeguards must be built into an existing accounting system and all new applications.		
14.03.24	A system must have adequate controls to protect information that is shared with other systems.		

14.03.25	The system must be certified and accredited for operational use. The completed certification and accreditation process must include a risk assessment, security testing, contingency planning, and a vulnerability assessment.		

Chapter: 16 Benefits

1: Claims Acceptance and Tracking

Combine Scenario for 16.01.01/02

16.01.01	The benefit system must capture all appl mandatory data elements (i.e. universal & appropriate categorical) specified in the "Appl Info Stores", which include: -Name/address of claim holder (person whose record benefit is earned/due)-SSN/Birth date of claim holder-Date of initial claim-Claimant info (if other than claim holder), including: name, add, SSN, birth date-claimant's relationship to claim holder when different from claim holder (e.g. self/spouse/child/ dependent parent)-Name/ relationship of a rep payee, including estate executors or legal guardians, when appl-Specific benefits(s) for which the claim is made-Claimant add-Bank info for direct deposit, if appl including American Bank Assn routing #, claimant bank account #, and account type-Type of evidence/proofs required and submitted when appl-Status of claim (e.g., approved, pending, denied)-For benefits systems relating to taxable programs, info needed to determine withholding amount such as: withholding status (e.g., approved, pending, denied) needed to determine withholding amount such as: -withholding status (e.g., married, single, or exempt) -tax number of withholding allowances -back-up holding -additional voluntary amount of tax withholding.		1) Create or select claim(s) for processing; 2) Create or select action(s) for processing data to cover all applicable elements in the FFMR, where the claim has not been approved; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query on these claims from data contained in the application information store; 6) Verify the report/query shows the system recorded all applicable elements and did not create master record.
16.01.02	The benefit system must maintain all of the data elements specified in the "Application Information Stores" (reference listing in 16.01.01) so information is readily accessible through standard online queries or reports, until the claim is approved and a master record is established, or until a final determination is made denying the claim.		
16.01.03	The benefit system must provide for electronic acceptance of benefit applications by fiscal year 2003. If an agency anticipates receipt by electronic means of 50,000 or more submittals of a particular form, the system must allow multiple methods of electronic signatures for the submittal of such form, whenever feasible and appropriate. Additionally, the system must provide for the electronic acknowledgement of electronic forms that are successfully submitted.		1) As applicable, create or select different types of electronic benefit application(s) for processing; 2) Create or select action(s) to process the applications; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepts the applications; 7) Verify the system electronically acknowledges successful submission of the applications.
16.01.04	The benefit system must capture all correspondence, including due process requests submitted by various electronic mediums and automatically associate the correspondence with the specific claim for the required action. For manually submitted correspondence, the benefit system must provide for associating the correspondence with the specific or existing claimant master record for the required action.		1) Create or select different types of correspondence(s) submitted by various electronic mediums; 2) Create or select action(s) to process the correspondence; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to process a response to the correspondence; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the correspondence and response are associated with the specific claim for the required action.
			1) Create or select different types of correspondence(s) submitted manually; 2) Create or select action(s) to process the correspondence; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to process a response to the correspondence; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the correspondence and response are associated with the specific claim for the required action.

16.01.05	The benefit system must incorporate input and completeness controls to ensure only complete applications are accepted by the system when electronic methods (e.g., web based, telecommunications) are used to facilitate claim form acceptance.		1) Create or select incomplete electronic application(s) for processing; 2) Create or select action(s) to process the applications; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system rejects the applications and identifies the incomplete portion(s).
16.01.06	The benefit system must provide the capability to flag a claimant's paper based application as incomplete and to suspend further processing of the application until it is properly completed as specified by program requirements.		1) Create or select incomplete manual application(s) for processing; 2) Create or select action(s) to process the applications; 3) Create or select transaction(s) to process the selected action(s) into the system as incomplete; 4) Process the transaction(s); 5) Verify the system flags the applications as incomplete; 6) Verify the system suspends processing of the applications.
16.01.07	The benefit system must store incomplete applications in accordance with agency policies, and provide for automatic purging of incomplete applications after a time period specified by the agency.	Continue from Scenario in 16.01.06	1) Determine and identify the agency polices for storing flagged applications; 2) Create or select flagged application(s) for processing; 3) Verify flagged applications are stored in accordance with agency policies; 4) Create or select action(s) to advance the system's clock to cover the appropriate time period identified in the agency policies for purging application(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Create or select action(s) to produce a report/query of flagged application(s); 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce the report/query; 11) Verify the report/query shows the previously flagged applications are automatically purged.
16.01.08	For each claim, the benefit system must associate a unique identifier (e.g., initials or user code) of the employee assigned to review the claim.		1) Create or select claim(s) awaiting review or already reviewed for processing; 2) Create or select action(s) to produce records/reports which include the reviewing employee's identifier; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the records/reports; 6) Verify the record/reports shows the employee's identifier is the employee assigned to review the claim.
16.01.09	The benefit system must utilize an alternative application procedure that accommodates persons with disabilities (e.g., blind, missing limbs).		1) Determine and identify the alternative application procedures that can be used by persons with disabilities; 2) Create or select application(s) for persons with disabilities for processing; 3) Create or select action(s) to process the application(s) using the different alternative application identified for persons with disabilities; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system processed the applications.
16.01.10	The benefit system must provide the capability to track the status of due process or other appeal proceedings when applicable, after an initial claim has been denied.		1) Create or select deniable claim(s) for processing; 2) Create or select action(s) to process and flag the claims as denied; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to process various appeal proceeding to different stages; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a records/reports/queries on the claims; 9) Verify the records/reports/queries show the system has correctly tracked the status of the appeals.

2: Claims Processing

A. Administrative Process

16.02.01	The benefit system must utilize claimant data that has been submitted electronically in an automated fashion without manual intervention (i.e., avoid re-entering data from one component to another).		1) Create and select electronically submitted claimant(s) data for processing; 2) Create or select action(s) to process the claimants data; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system utilized the electronically submitted data without manual intervention.
16.02.02	The benefit system must have the ability to date and time stamp due process requests and other time sensitive correspondence (incoming and outgoing) that has been received/sent through electronic mediums.	Everything should be dated and time stamped!	1) Create and select electronically submitted claimant(s) correspondence and responses for processing; 2) Create or select action(s) to process the correspondence and the responses; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system date and time stamped the time sensitive correspondence.
16.02.03	The benefit system must accommodate automated case workload distribution by providing for various claim routing options as determined and maintained by the system administrator. For example, provide for the ability to route claims for manual validation.		1) Create or select claim(s) with different routing criteria for processing; 2) Create or select action(s) to route the claims for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly routed the claims in accordance with the system administrator's routing scheme.
16.02.05	The benefit system must provide the user the ability to update a claimant's master record with the results of a manual claim validation or manual verification of the benefit payment amount, or create a new master record if none exists.		1) Create or select claim(s) that require manual calculation or verification of benefit payments for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system updates or creates the master records with the calculation and/or verification that occurred manually.
16.02.06	The benefit system must have the ability to capture what information is needed from the claimant in order to complete an incomplete claim.		1) Create or select flagged incomplete claim(s) for processing; 2) Create or select action(s) to update the claims with all the required information; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify report/query shows the system processes and accepts the required information.
16.02.08	The benefit system must incorporate a notification mechanism that informs users (claim evaluators and supervisors) when an application(s) has not completed processing within a time frame that can be specified by the agency.		1) Determine the agencies time period for completing claims; 2) Create or select claim(s) that have not completed processing; 3) Create or select action(s) to advance the system's clock to cover the appropriate time period identified in agency policies; 4) Create or select action(s) to process the transaction(s); 5) Create or select transaction(s) to process the selected action(s); 6) Process the transaction(s); 7) Produce a report/query; 8) Verify the report/query shows the system notifies the users of past due incomplete claims.
16.02.09	The benefit system must facilitate user queries on individual claims. Specifically, for all claims that have been received and recorded in the system, the system must be able to retrieve data maintained in the application information stores by querying the claim holder' (or claimant if different) information. For example, data must be retrievable by query on full name, and Social Security Number (SSN) or taxpayer ID number.		1) Create or select claim(s) for processing; 2) Create or select action(s) to produce a query using varying criteria, including those listed in the requirement; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the query; 6) Verify the query shows the system retrieves the applicable data from the application information stores.
16.02.10	For denied claims, the benefit system must accommodate explanation codes to indicate the reason why the claim has been denied.		1) Create or select denied claim(s) for processing; 2) Create or select actions(s) to produce records/reports/queries on the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the records/reports/queries; 6) Verify the records/reports/queries shows the system displayed explanation codes to indicate the reason(s) why the claim has been denied.
16.02.11	The benefit system must automatically create a claimant master record using the claimant information for initial claims that are approved, when a master record for the claimant did not previously exist. The master record must contain all of the following mandatory data elements: -all applicable mandatory data elements (Universal and appropriate categorical) specified within the application information data stores -general information such as: case status, benefit type, chronology of key dates -award data such as: total award, gross and or net monthly payment as appropriate -payment history such as: prior disbursement, collections including principal and interest accruals -special Collection Activity Data such as: delinquent debt activity and status.		1) Create or select claim(s) for processing; 2) Create or select action(s) to process information data for several different types of approved claims that do not have a master record for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system automatically creates the master record, and that all data elements given in the FFMR are present.

16.02.12	The benefit system must automatically update an existing claimant master record (i.e., claimant already receives a different type of benefit administered by the agency) to reflect the status (pending, approved, or rejected) of additional claims for other benefits the agency administers that are sought by the claimant.	This is just a narrow instance of 16.04.02	1) Create or select claim(s) for processing; 2) Create or select action(s) to process claimant information data for several different types of existing claims with additional claim for other benefit(s), and that have an existing master record for processing; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system automatically updates the master record to reflect the status (pending, approved, or rejected) of additional claims and does not create a new master record.
16.02.13	The benefit system must automatically merge the mandatory claimant data maintained in the application information stores into the appropriate master record after a claim has been approved and a claimant master record has been established.	Continue from 16.02.11	Continue from 16.02.1 for a claim with data in the Application Information Store; 1) Verify the master record includes the applicable data from the Application Information Store.
16.02.14	The benefit system must provide the capability to generate statistics on approved and rejected claim applications.	See also 16.02.26	1) Create or select a sufficient quantity of approved and denied claim(s) for processing; 2) Create or select action(s) to produce a report/query generating statistics on approved or denied claim(s) application(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system generates an accurate report.
16.02.15	The benefit system must provide the capability to accept, identify, track, and report manual overrides of system-generated acceptance/rejection recommendations.		1) Create or select record(s) with system-generated acceptances and denials for processing; 2) Create or select action(s) to manually override the acceptance/denial; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query on the manual overrides; 6) Verify the report/query show the system contains accurate and sufficient information to identify and track the manual overrides.
16.02.16	The benefit system must allow a user who has the proper access to reverse or affirm an initial decision regarding the denial of a benefit, and process the claim accordingly.		1) Create or select record(s) with initial denial of benefits for processing; 2) Have the authorized user determine what records to reverse and affirm; 3) Create or select action(s) to reverse the selected records; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Create or select action(s) to affirm the selected records; 7) Create or select transaction(s) to process the selected action(s); 8) Process the transaction(s); 9) Produce a report/query; 10) Verify the report/query shows the system processed the claims correctly.
16.02.17	The benefit system must provide the capability to review all prior employee notations or decisions made while processing a benefit claim.	See 16.04.04 for creation of notes	1) Create or select record(s) with notations or decisions made while processing a benefit claim for processing; 2) Create or select action(s) to review the notations and decisions; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system displayed the notations and decisions for review.

B. Eligibility Determination Processes

16.02.20	The benefit system must have the ability to automatically compare information contained in application(s) that have been submitted by claimants against agency program eligibility criteria (i.e., screen applications for eligibility).		1) Create or select eligible application(s) based on agency program criteria for processing; 2) Create or select several ineligible applications for processing; 3) Create or select action(s) to process the applications; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system determines the applications' eligibility correctly.
16.02.21	The benefit system must have the ability to accept the manual validation of a claim.		1) Create or select claim(s) that require manual validation for processing; 2) Create or select action(s) to manually validate the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system accepts the manual validation.
16.02.22	The benefit system must provide for maintaining separate eligibility criteria and processing routines by type of claim.	For Scenario see 16.02.20	Perform the scenario for 16.02.20 for all applicable types of claims.
16.02.23	The benefit system must provide for establishment of various age limitations depending on the type of benefit for automatic verification of program eligibility. For example, the system should allow for age attainment verification (e.g., generally a claimant must be at least 60 years of age to be eligible for SSA retirement benefits).		1) Create or select claim(s) covering all applicable age limitations for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly determines program eligibility.
16.02.24	The benefit system must provide the ability to cross-validate applicant information against data maintained for other benefit payment programs, which are internal to the administering agency, to ensure compliance with all program requirements (e.g., ensure that applicant has not filed for multiple conflicting benefits).		When there is a single system for all of the administering agency's benefit programs: 1) Create or select claims for conflicting benefits for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system identifies the conflicting claims.
			When there are different benefit systems within the administrating agency: 1) Create or select a sample interfacing file (or send a test file from interfacing system(s)) with conflicting benefit claims for processing; 2) Create or select action(s) to process the files; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system identifies the conflicting claims; 7) Create or select action(s) to generate interfacing files to send to other benefit systems within the agency; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce a report/query; 11) Verify the report/query shows the files contain all necessary information to identify conflicting claims.

16.02.25	The benefit system must provide features to indicate that the applicant submitted required evidence. For example, allow user to record receipt of a school certification pertaining to a claimant or his/her dependent child.		1) Create or select all types of evidence required to support claims for processing; 2) Create or select action(s) to record the evidence; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system properly posted the evidence and associated it with the applicant.
16.02.26	The benefit system must provide features to create and maintain a system record of accepted and rejected claim applications.	See also 16.02.14	1) Create or select a sufficient quantity of approved and denied claims applications; 2) Create or select action(s) to produce report/query on approved or denied applications claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system generates an accurate report.
16.02.27	The benefit system must provide tools to check the appropriate data files to determine whether the applicant has submitted a duplicate application or had a recent benefit application rejected.		1) Create or select a duplicate application and also a second application where the previous application was recently rejected for processing; 2) Create or select action(s) to process the applications; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the systems has the tools to identify the applications as a duplicate or having a recent benefit application rejected.
16.02.28	The benefit system must provide features to determine whether payments being made to the claimant in relation to other internal benefit payment programs affect the claimant's eligibility or payment amount for the benefit under consideration, whenever legally permitted (i.e., permitted by statute or regulation).		When there is a single system for all of the administering agency's benefit programs: 1) Create or select claim(s) for benefits with payments being made in relation to other internal benefit programs for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system properly adjusts the benefit payments.
			When different benefit systems are used within the administrating agency: 1) Create or select a sample interfacing file (or send a test file from interfacing system(s)) for benefits with payments being made in relation to other internal benefit programs for processing; 2) Create or select action(s) to process the files; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system identifies the affect of the other benefit payments and properly adjusts the benefit payments within the system; 7) Create or select transaction(s) to generate interfacing files to send to other benefit systems within the agency; 8) Process the transaction(s); 9) Produce a report/query; 10) Verify the report/query shows the files contain all necessary information for other systems to identify the affect on their benefit payments.
16.02.29	The benefit system must allow the user to put the processing of a claim on hold (suspend) while verifying questionable information, and to release hold (suspended) status as appropriate.		1) Create or select a claim(s) with questionable information for processing; 2) Create or select action(s) to put the claim on hold; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system suspended the claim and put it on hold; 7) Verify the appropriate action (if necessary) and create or select transaction(s) to release the claim from hold; 8) Process the transaction(s); 9) Produce a report/query; 10) Verify the report/query shows the system has the ability to release the claim from hold for further processing (to correct the information, if necessary, and then to complete eligibility determination).
C. Computational Processes			
16.02.33	The benefit system must have the ability to determine if the effective date of the claim has been reached (e.g., the effective date of a retirement claim), and initiate subsequent processing.		1) Create or select a claim(s) with an effective date in the future for processing; 2) Create or select action(s) to advance the system clock past the effective date; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system initiates processing of the claim.
16.02.34	The benefit system must provide features to compute the amount of both recurring and non-recurring benefit payments based on all available information (e.g., applicant data, and specific benefit program criteria).		1) Create or select claim(s) requiring single and recurring benefit payments (including recurring payments of limited duration, if applicable) for processing; 2) Create or select action(s) to produce a report/query; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system computes the correct payment amounts and number of payments.
16.02.35	The benefit system must determine the ending date for recurring payments of limited duration.	Follow on in scenario from 16.02.34	Continue from scenario 16.02.34; 1) Verify the system computes the correct ending date for recurring payments of a limited duration.
16.02.36	The benefit system must calculate the amount of recurring payment, or capture the amount of the claimant's recurring payment that has been determined externally, when processing an approved claim for benefits.		1) Create or select a claim(s) for recurring benefit payments that require calculation for processing; 2) Create or select a claim(s) for recurring benefit payments where the amount of payment was determined externally for processing; 3) Create or select action(s) to process the claims; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report/query; 7) Verify the report/query shows the system computes or captures the correct payment amounts and number of payments (where applicable).
16.02.37	The benefit system must provide flexibility in maintaining pay rates. For example, use tables that are easily maintained by the user.		1) Determine the method used to maintain pay rates in the system; 2) Verify they are "easy" to maintain (e.g., by inquiring with those that must maintain them).

16.02.38	The benefit system must provide for adjusting the amount of payment when the claimant is receiving offsetting monetary amounts. For example, military retired pay is offset on a dollar for dollar basis against veterans compensation payments, and for individuals under age 65, Social Security benefits are offset at a predetermined ratio for every dollar earned by claimants above the established threshold amount.		1) Create or select one (or more different) claim(s) where the claimant is receiving benefits that require offsetting for processing; 2) Create or select action(s) to process the claim(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system properly adjusts the amount of payment.
16.02.39	The benefit system must identify whether the claimant retired under provisions of voluntary separation incentive and capture the amount of the incentive, for Federal and Uniformed Service retirement systems.		1) Create or select one (or more different) claim(s) where the claimant retired under provisions of voluntary separation incentive for processing; 2) Create or select action(s) to process the claim(s); 3) Create or select transaction(s) to process the transaction(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captures the amount of the incentive.
16.02.40	The benefit system must compute the base amount of retirement pay by determining the "highest paid 36 months (or other number as required by law, regulation or statute) of paid service, for Federal and Uniformed Service retirement systems.		1) Create or select claim(s) to compute the base amount of retirement pay for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system computes the base amount of retirement as required by law.
16.02.41	The benefit system must determine the creditable years of service based on dates of employment or active military service.		1) Create or select claim(s) - to include civilian only, military only, civilian with prior military, and civilian with military retirement (as applicable) for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system computes the correct creditable years of service.
16.02.42	The benefit system must provide features to calculate the claimant's and/or related dependent's age based on the birth date provided in an application or other verified source for subsequent use in determining claimant eligibility.		1) Create or select claim(s) (both for a claimant and a related dependant) for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system calculates the correct age.
Combine Scenario for 16.02.43/44/45			
16.02.43	The benefit system must provide for user defined reasonableness/tolerable limit checks on the amounts of benefit payments that are calculated by the system.		1) Create or select several claims that result in payments in excess of limits and/or manually enter amounts that exceed the identified limits for processing; 2) Create or select action(s) to process the claims; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system flags the benefit payment and requires manual verification of amount; 7) Create or select transaction(s) to process verification/correction of payment amount; 8) Process the transaction(s); 9) Produce a report/query; 10) Verify the report/query shows the system resumes processing of the claim once the correction/verification is made.
16.02.44	The benefit system must flag or suspend processing of a claim that fails reasonableness edits to facilitate manual verification of the amount computed.		
16.02.45	The benefit system must enable approved users to have the ability to resume the processing of a claim that was suspended for failing a reasonableness edit, and subsequently verified as accurate.		
16.02.46	The benefit system must allow a user to initiate the calculation of a claimant's benefit amount, at any time, based on claimant data that exists when the request is made.		1) Create or select claim(s) at varying points during processing; 2) Create or select action(s) to initiate the calculation of benefit amount; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system calculates the correct benefit amount based on the data in the record.
16.02.47	The benefit system must have the ability to record the amount of manually computed benefit payments.		1) Create or select claim(s) that require manually computed benefit payments for processing; 2) Create or select action(s) to manually input the benefit amounts; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to process the claims; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system records the correct benefit amount.
16.02.48	The benefit system must provide for automatic system initiated calculation and or recalculation of benefit amount by claim type, based on a specific user defined event such as claim validation and approval, court order, claimant initiated withholding change, etc.		1) Create or select different types of claim(s) for processing; 2) Create or select action(s) to process changes to the claims that will result in a different benefit payment amount; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system correctly calculates/recalculates the benefit amount.
16.02.49	The benefit system must provide features to calculate and send overpayment information (date of occurrence, claimant name, and overpayment amount) to Receivables/Collections subsidiary ledger.		1) Create or select claim(s) for processing; 2) Create or select action(s) to process changes to the claim(s) that will result in prior overpayments; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Create or select action(s) to process the claims; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce a report/query; 9) Verify the report/query shows the system creates and sends (or creates a file to send) overpayment information to the Receivables/ Collections subsidiary ledger.
3: Reporting			

a. Performance Reporting			
16.03.01	The benefit system must provide features to compute and maintain performance trends such as: - number and dollar value of benefit payments made - average benefit payment - benefit payments made by operating levels and geographic region.		1) Determine and identify systems features to compute and maintain performance trends; 2) Create or select sufficient claim(s) for processing; 3) Create or select action(s) to execute performance report functions; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Produce a report; 7) Verify the report produced the data as required and contained the valid data stated in the FFMR.
16.03.02	The benefit system must provide features to compute and maintain efficiency measures to help determine the effectiveness of use of agency resources (at the local level and the national level) such as: - number of applications processed - number of awards - number of denials.		1) If necessary, create and process claim(s); 2) Create or select action(s) to execute the efficiency report function; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report is produced as required and contains the valid data.
16.03.03	The benefit system must provide features to compute the length of time claimants have received benefits (average number of months and years, and report(s) showing the number of individuals receiving benefits for by duration (e.g., 1-5 years, 6-10 years) for the entire claimant population.		1) If necessary, create and process claim(s); 2) Create or select action(s) to execute the analysis of benefits time duration report function; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report; 6) Verify the report is produced as required and contains the valid data.
b: Compulsory Notifications			
16.03.05	The benefit system must provide for issuing standard notices for a variety of user defined events. For example, the benefit system must provide capabilities to notify claimant of decisions affecting payment amount or cessation of payments.		1) Create or select claim(s) for processing; 2) Create or select action(s) to produce notices reflecting situations that result in the requirement for standard notifications; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the notices; 6) Verify the system produces the standard notices.
16.03.06	The benefit system must allow the user to add custom text for each standard correspondence type.		1) Create or select claim(s) for processing; 2) Create or select action(s) to add custom text to the notices for each standard type; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the notices; 6) Verify the system produces the standard notices.
16.03.07	The benefit system must allow the user to record that the U.S. Postal Service has returned correspondence as undeliverable.		1) Create or select returned correspondence(s) for processing; 2) Create or select direct input action(s) to record returned correspondence in the benefit system as undeliverable by the U.S. Postal service; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Verify the system allows direct input of returned correspondence as undeliverable.
4: Quality Assurance and Maintenance			
16.04.01	The benefit system must provide capabilities to select benefit claims based on agency program evaluation criteria (such as attainment of certain dollar thresholds - cumulative and per payment, excessive length of benefit payment life) for subsequent review.		1) Create and claims for processing, if necessary; 2) Create or select action(s) to select claims based on agency program evaluation criteria; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system produces the appropriate claims.
16.04.02	The benefit system must provide the ability to monitor and update a claimant's master records to reflect changes in circumstances affecting a claimant's eligibility or the amount of payment.	See also 16.02.12	1) Create or select master record(s) for processing; 2) Create or select action(s) to process claimant information data for several different types of claims with an existing master record that have changes in circumstances affecting the claimant's eligibility and/or amount of payment; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query on the claims; 6) Verify the report/query shows the system automatically monitored and updated the master record to reflect the change to the claimant's eligibility and/or amount of payment.

16.04.03	The benefit system must provide capabilities to capture properly reported matters such as: -death -change in amount of earned/unearned income -change of residence -marriage, divorce, or separation -absence from the U.S. -change in disability condition -eligibility for other benefits -changes in net worth/resources of claimant -change in school attendance -change in composition of household -change in citizenship or alien status.	For example, death information could be provided by returned check, funeral home notification, and next of kin.	1) Create or select evidence of the reported changes given in the FFMR requirement; 2) Create or select action(s) to make the reported changes; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system captures the changes.
16.04.04	The benefit system must provide for the recording of notes or comments by customer service representatives and associate with the claimant's master record, and maintain a history of notes taken.		1) Create or select claim(s) for processing; 2) Create or select action(s) to record notes or actions, and create a history file, by customer service representatives; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the notices; 6) Verify the report shows the system produces the notes or actions and maintains the notes or claims in a history file.
16.04.05	The benefit system must provide capabilities to record the method used to independently verify the death of a claimant before terminating benefits (phone contact, signature verification, or personal contact with next of kin).	Execute scenario 16.04.03 with this FFMR	1) Execute scenario 16.04.03 with a claimant's death; 2) Create or select action(s) to input the method used to verify the claimant's death; 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce a report/query; 6) Verify the report/query shows the system recorded the method input.
16.04.06	The benefit system must provide the ability to maintain a schedule of continuing disability reviews (when applicable) at the individual claim holder level, and maintain the status of the schedule within the claimants master record.		1) Create or select disability claim(s) for processing; 2) Determine and establish a periodic review schedule; 3) Create or select action(s) to access the master records and perform a disability review; 4) Create or select transaction(s) to process the selected action(s); 5) Process the transaction(s); 6) Verify the scheduled disability reviews and dates are present; 7) Create or select action(s) to advance the system clock; 8) Create or select transaction(s) to process the selected action(s); 9) Process the transaction(s); 10) Produce a report/query of the notices; 11) Verify the report/query shows the system produce the notification of scheduled reviews; 12) Create or select action(s) to update the records to indicate the review was performed; 13) Create or select transaction(s) to process the selected action(s); 14) Process the transaction(s); 15) Create or select transaction(s) to access the master records; 16) Process the transaction(s); 17) Verify the scheduled review dates are updated.
16.04.07	The benefit system must provide capabilities to track the status of appeal proceedings when a change is made affecting a current claimant's level of benefits.		1) Create or select claimant information data for processing; 2) Create or select action(s) to process different types of claims that have changes affecting the claimant's level of benefits; 3) Create or select transaction(s) to process the selected change action(s); 4) Process the transaction(s); 5) Create or select action(s) to process various appeal proceedings to different stages; 6) Create or select transaction(s) to process the selected action(s); 7) Process the transaction(s); 8) Produce records/reports/queries on the claims; 9) Verify the records/reports/queries show the system has correctly tracked the status of the appeals.
16.04.08	The benefit system must provide features to record termination of benefit payment including: - event/reason for termination (e.g., death, increase in income) - date of event (thus effective date of benefit cessation)		1) Create or select claimant(s) currently receiving benefits; 2) Create or select action(s) to process the reason and date of the termination of different types of benefits being received by claimant(s); 3) Create or select transaction(s) to process the selected action(s); 4) Process the transaction(s); 5) Produce the report/query; 6) Verify the report/query shows the system has correctly recorded the reason and date of termination (and any other required information).